

Graphic Artist I

Position Details

Class Code: 1110

Job Family: Visual/Printed Communications

Classification: Support Professional

Terms of Employment: [Pay Grade 50 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, designs, lays-out, and prepares all forms of print-related media using industry standard computers and software.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Prepares camera-ready artwork for booklets, brochures, handbooks, charts, graphs, forms, posters, newsletters, flyers, certificates, and all other materials as requested for print, copy, and display.
 2. Creates, designs, and lays out artwork on Mac computers.
 3. Confers with personnel to develop display items.
 4. Follows schedules and deadlines as assigned to produce print-ready artwork.
 5. Conforms to safety standards, as prescribed.
 6. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves use of Mac computers and graphics software to create all forms of print-related media.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of computerized design and graphics techniques.
 2. Knowledge of Mac computers and graphics software such as InDesign, Freehand, Photoshop, and Acrobat.
 3. Knowledge of printing and digital imaging methods.
 4. Ability to design all forms of print-related items.
 5. Ability to meet and confer with administrators.
 6. Ability to work independently and without direct supervision.
 7. Ability to work under pressure and meet deadlines.
 8. Ability to interpret and follow written and verbal instructions.
 9. Ability to relate well with administrators, employees, and the public.
 10. Ability to recognize and report hazards and apply safe work methods.
 11. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Two (2) years of vocational courses in graphic design, and One (1) year of professional work experience as a graphic artist; or, Three (3) years of professional work experience as a graphic artist.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

None Specified.

Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
2. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.).
3. Transcripts and/or certificates related to training.
4. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

Clark County School District facilities - schools and administrative offices/departments.

Work Environment

Strength

Minimum - exert force of 10 lbs. occasionally to restock reams of paper.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, scanners, laminator, telephones, calculators, and fax machines.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 05/09/23
- Created: 06/01/89