

**GRAPHIC ARTIST****General Statement of Duties and Responsibilities**

Under varying degrees of supervision, and with some latitude for independent action and judgment, performs technical work in the illustration and presentation of materials, and interprets informational data in graphic form. Uses a variety of media and tools, including specialized computer graphics programs and computer-driven tools. There are two Assignment Levels in this class of positions. All personnel perform related work.

**Assignment Level I**

Under direct supervision, with some latitude for the exercise of independent judgment and unreviewed action or decision, performs technical work in the illustration and presentation of materials, and interprets informational data in graphic form.

**Examples of Typical Tasks**

Assists in the design, layout and production of materials for publication purposes using a wide variety of art media and processes for reproduction in black and white, limited or full color and by a variety of reproduction methods, such as photostat, photo-print or slide, ozalid, offset, letter press, silk screen and others; assists in the preparation of posters, informative displays and exhibits.

## GRAPHIC ARTIST OCCUPATIONAL GROUP [291]

GRAPHIC ARTIST (continued)Assignment Level I (continued)Examples of Typical Tasks (continued)

Prepares, by both free-hand and mechanical means, comprehensive layouts, mechanicals, paste-ups, charted data, hand lettering and illustrations (for publications and exhibition purposes), for material that may include pamphlets, booklets, posters, informative displays, exhibits, maps, charts and graphs.

May, on occasion, supervise other graphic artists in the performance of a specific assignment.

Assignment Level IIGeneral Statement of Duties and Responsibilities

Under general direction, with broad latitude for the exercise of initiative, and judgment, conceptualizes, initiates and executes a wide variety of graphic art assignments; and/or supervises subordinate personnel engaged in various aspects of such work. In addition to performing the work described in Assignment Level I; performs tasks such as the following:

Examples of Typical Tasks

Plans creative approaches and production of maps, books, pamphlets, annual reports, posters, presentations, ceremonial invitations and certificates, and displays in buildings and structures; selects media and processes to be used.

## GRAPHIC ARTIST OCCUPATIONAL GROUP [291]

GRAPHIC ARTIST (continued)Assignment Level II (continued)Examples of Typical Tasks (continued)

Selects and specifies, for printed material, type, paper and ink; estimates job costs for various printing processes; orders appropriate engravings; selects applicable bindings.

Depicts, by means of illustrative renderings, proposed buildings and structures.

Interprets complex statistical reports and data in the form of charts and diagrammatic drawings in such manner as can quickly be understood and evaluated.

Selects salient points of texts for illustration.

Plans, designs and develops visual aspects of an information technology system, including pictorial displays, models, illustrations, charts and graphs.

Plans and supervises art work performed under contract.

Serves as art director for an agency with functions requiring a large volume of complex graphic arts work; supervises the work to graphic artists and subordinate personnel.

Serves in a consultative and advisory capacity in graphic problems.

Qualification Requirements

1. A baccalaureate degree, with a major in fine or graphic arts, from an accredited college and one year of full-time experience as a commercial or graphic artist; or

## GRAPHIC ARTIST OCCUPATIONAL GROUP [291]

GRAPHIC ARTIST (continued)Qualification Requirements (continued)

2. A four-year high school diploma or its educational equivalent plus two years of training in an approved technical school in oils, water colors, painting, design, black and white, layout, computer graphics, and other art media, and three years of acceptable full-time paid experience as a commercial or graphic artist.

Notes:

To be qualified for assignment to Assignment Level II, individuals must have:

- (a) at least one year of experience as a Graphic Artist, Assignment Level I; or
- (b) the Qualification Requirements described in "1" or "2" above, plus two additional years of acceptable specialized paid experience conceptualizing and initiating graphic art projects.

Direct Lines of Promotion

From: None

To: Administrative Graphic  
Artist (10003)