

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

<u>CLASSIFICATION SERIES:</u> Graphic Artist	<u>SERIES NO.:</u> 8211
<u>MAJOR AGENCIES:</u> Attorney General, Development, Job & Family Services, Natural Resources-Administration, Transportation-Central Office	<u>EFFECTIVE DATE:</u> 01/09/2005

SERIES PURPOSE:
The purpose of the graphic artist occupation is to design & develop graphic art materials (i.e., excludes responsibility for final layout) for agency use in departmental communication, publication & education.

CLASS TITLE
Graphic Artist

CLASS NUMBER
82111

PAY RANGE
27

EFFECTIVE
01/09/2005

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of graphic art & visual communication design & graphics in order to design graphic art materials (e.g., publications, illustrations, posters, training programs) for agency use.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Graphic Artist	82111	07	01/09/2005	27

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Designs graphic art materials (i.e., excludes responsibility for final layout) for agency use (e.g., publications, training programs, exhibits, maps, graphs, illustrations, technical reproductions, audio/visual aids, posters, diagrams, studio props, slide-shows), participates in project development & submits work to clients for approval.

Edits instructional material; develops curriculum guides to correspond with graphic material; provides instruction in use of media graphics; utilizes computer-aided drafting system for assistance in development of graphic arts materials.

Cleans & maintains graphic art & audio/visual equipment to ensure proper working order; prepares requisitions to purchase graphic art supplies &/or related equipment such as photographic, printing &/or audio/visual; assists in maintenance of copy camera, processor & darkroom.

MAJOR WORKER CHARACTERISTICS:

Knowledge of graphic art (e.g., graphic art processes, typography, proofreading & copy preparation, photolithography, layout & design, printing science, offset presswork); visual communication design & graphics (i.e., use of visual treatments & techniques for medias of print, film, audio/visual presentations, TV, machine graphics). Skill in use & maintenance of materials, tools & equipment associated with graphic art, industrial design & audio/visual communication. Ability to deal with problems involving several variables in familiar context; proofread technical materials, recognize errors & make corrections; cooperate with others on group projects; complete routine forms; work alone on most tasks.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

6 courses or 18 mos. trg. in graphic arts, art or industrial design.

-Or 18 mos. exp. as graphic arts designer with exp. not having to include responsibility for final layout.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.