

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<b><u>CLASSIFICATION SERIES:</u></b> Graphic Artist	<b><u>SERIES NO.:</u></b> 8211	
	<b><u>MAJOR AGENCIES:</u></b> ATTORNEY GENERAL ONLY	<b><u>EFFECT. DATE:</u></b> 01/01/1980	<b><u>NEW EFF. DATE:</u></b> 01/13/1991

**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

**EFFECTIVE DATE:**

01/01/1980

**NEW EFFECTIVE DATE:**

01/13/1991

**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.

<b>CLASS TITLE:</b> Graphic Artist	<b>CLASS NO.:</b> 82111	<b>BARG. UNITS:</b> 045
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**EFFECTIVE DATE:**

01/01/1980

**NEW EFFECTIVE DATE:**

**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 alternative, equivalent evidence of the Major Worker Characteristics noted above.

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

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.