

GRAPHIC ARTIST (BOCES)

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility to design and execute visual graphics and art work for use in publications and display materials using manual and micro-computer assisted design techniques. The work is performed under general direction with leeway allowed for the exercise of independent judgement in planning the various graphics methods used. Supervision over the work of others is not a responsibility of employees in this class. A Graphic Artist does related work as required.

TYPICAL WORK ACTIVITIES:

- Designs and creates graphics and art work for brochures, signs, posters and graphs for use in publications or other presentations;
- Illustrates maps, charts and graphs by using pastels, show card colors, prestype, felt tip, india ink and colored paper overlays;
- Does LeRoy and free-hand lettering of posters, flip charts, transparencies and other graphics materials;
- Illustrates a variety of departmental reports, publications, informational and promotional booklets, pamphlets and administrative or statistical reports;
- May use a variety of graphics illustrative techniques involving micro-computer software, paste-ups, varityper, or transfer lettering, pen and ink, adhesive colored film and paper overlays, pastel chalks, oil and water color, and air brush work;
- Designs and drafts logos, letterheads and envelopes for various departments;
- May crop, size and retouch photographs for use on covers, or in text of reports and illustrations;
- Assists in selecting colors, stock and bindings for a variety of graphics reproduction projects.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of art media and graphic techniques; working knowledge of the tools, terminology and equipment used in the preparation of graphics and art work; ability to plan, design and prepare attractive graphics and illustrative materials; ability to translate ideas into finished art products; ability to use manual and computer assisted design techniques in preparation of visuals; ability to follow oral and written directions; good motor, and hand and eye coordination; artistic and creative ability; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either:

A) Graduation from a regionally accredited or New York State registered two year college or university with an Associate degree in art, fine art, graphic art, design, studio art, commercial art or closely related field which included both manual and computer assisted design techniques;

OR

B) Graduation from high school or possession of an equivalency diploma and one year of experience in a position involving graphic illustration, graphic design or commercial art which included both manual and computer assisted design techniques.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 12/12/96