

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

GRAPHIC ARTS TECHNICIAN

POSITION CODE: 17400  
Effective: 09-01-09

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, designs and prepares layouts for various publications; produces camera ready copy for the agency; revises or develops various forms, graphs and newsletters; creates and formats reports, charts, posters and other related graphic arts media, including audio-visual presentations. Projects of the Graphic Arts Technician are of an entry to intermediate level and may include basic design from concept to completion.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Utilizes computer software and hardware and other graphic arts tools and equipment to perform technical graphic functions related to the development and revision of agency documents for educational, informational, organizational and management use and to produce camera ready material for printing purposes; develops master documents from drafts or from a specially prepared computer generated graphics design package; determines page layout and graphics, font style and sizes, pica measurements, tab settings and lettering; develops, or assists in developing audio-visual presentations; digitizes photos and printed forms utilizing computer scanning equipment.
2. Provides sketches, roughs and dummies for supervisor or client approval and/or input; maintains a reference file for future projects.
3. Maintains a database of digital photos for agency use.
4. Reviews and recommends proper design and formats for all documents, forms, brochures and newsletters.
5. Maintains equipment in good working order; performs necessary software back-ups; inventories commodities and orders supplies; confers with printers as required to discuss printing needs and costs.
6. Maintains and utilizes user manuals for new equipment and/or upgraded graphics software to increase knowledge and hands-on ability.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## GRAPHIC ARTS TECHNICIAN (Continued)

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires knowledge, skill and mental development equivalent to completion of two years of college with courses in art, graphics and layout or two years experience in layout and design production.

#### Knowledges, Skills and Abilities

Requires working knowledge of visual design, layout and graphic presentation.

Requires working knowledge of printing techniques as applied to graphic presentation.

Requires working knowledge of appropriate software to effectively create graphic arts products.

Requires ability to operate a personal computer.

Requires ability to make cost-effective use of equipment and supplies.

Requires ability to perform library searches.

Requires ability to translate ideas into graphic expressions, both in print and in audio-visual format.

Requires ability to maintain effective working relationships with co-workers, agency clients and commercial printers, vendors and ad agencies.

Requires ability to create effective formats for forms, booklets, newsletters and other agency publications.

Requires ability to participate in planning and production of promotional, educational and informational material.

Requires elementary skill in drawing and use of color.