

GRAPHIC ILLUSTRATOR

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent of this class performs simple graphic art and drafting work as required. Incumbents must possess a degree of artistic and technical skills to perform work assignments to design, layout and produce graphic art and drafting material. Hand drawing and the use of desktop publishing software is applied in performing duties. This class differs from the Senior Graphic Illustrator in that incumbents perform more basic and routine graphic artwork assignments. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Prepares plans, charts and graphic illustrations of raw data, from sketches, diagrams, oral instructions or field observations, by hand drawing or using desktop publishing software;

Prepares layout work on plans and produces simple brochures and pamphlets;

Conducts field trips to collect data, such as photographs, to perform work as necessary;

Prepares lettering for charts, graphic presentations, signs, schedules etc.;

Makes mathematical computations necessary for typesetting of printed material;

Makes basic revisions of existing drawings, charts, models, signs, schedules, as directed;

Maintains files of plans, charts, etc.;

May perform other incidental tasks, as needed;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the use of drafting instruments and desktop publishing software programs for graphic illustration and typesetting; knowledge of the materials and processes involved in the scanning and reproduction of graphic material; knowledge of the uses and purposes of graphs and charts; ability to prepare graphs, drawings, charts and related materials; creative and technical ability; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; accuracy; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; good judgment; tact; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and two years of technical experience in illustration, graphic design or desktop publishing, which must have included experience in the design and production of a variety of visual materials.

SUBSTITUTIONS: Satisfactory completion of 30 credits* towards a degree in Art, Communication, Media, or closely related field, may be substituted on a year for year basis each year of the above stated experience. Candidates must have completed at least three (3) credits in graphic design, illustration or desktop publishing.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited and recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.