

GRAPHIC ASSISTANT

GENERAL STATEMENT OF DUTIES: Assists with the specialized graphic work in a school; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, assists in the preparation of fliers, signs, posters, drawings, making of transparencies, and copies of textual material, pictures, maps, sketches, graphs, etc., utilized in visual presentations and publications at a school. Supervision is not a responsibility of the position.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the designing of illustrations, production and layout of transparencies, posters, charts, brochures, and catalogs for teachers and administrators;

Assists in preparation of specialized graphics utilizing computer and peripheral equipment;

Utilizes digital camera equipment to take photos; selects and saves for use in publications, media, etc;

Works with designers, suggesting layouts of photos and copy, to create publications;

Makes color overlays for transparencies;

Makes copies of pictures from publications with copy machine, scanner, computer, etc;

Enlarges or reduces freehand maps, sketches, graphs from textbooks prior to making transparencies and copies of such illustrations by utilizing specialized equipment.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of tools, techniques, and terminology associated with the field of graphic design; ability to use digital camera and equipment; familiarity with the uses and purposes of transparencies and color overlays; ability to develop and design visual aids; creative ability; neatness; accuracy; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from high school and three years of experience in commercial design, art or other related work, six months of which involved photography work; or (b) completion of a two-year post high school course in commercial art and design work or related field and one year of experience in commercial design, art or related work, six months of which involved photographic work; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

School Districts
J. C.: Competitive
1b

Job Class Code: S321

Comment: Revised: 07/01/03
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