

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

GRAPHIC ARTS ILLUSTRATOR

Position Code: K4030

DISTINGUISHING FEATURES OF THE CLASS

Under direction, performs highly skilled work in the preparation and production of design, layout and art work relating to the visual aspects of informational, educational and promotional material in the media of print, film, television, displays and exhibits for various departmental programs and activities; confers with program directors, during early stages of project development, to determine objectives and advises on the planning, preparation and cost of materials.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Designs and constructs displays and exhibits; develops or utilizes original art work, photographs, charts and other illustrative matter in combination with wood, metals, fabrics, plastics, paint, etc.
2. Creates original art work, layouts, illustrations and other pictorial materials, such as maps, charts, graphs, photographic matter for printing of booklets, pamphlets, folders, posters and publications; prepares specifications, makes cost estimates and checks proofs.
3. Reads manuscripts to create and design visual presentations descriptive or indicative of the contents; conducts research for information to be reproduced and determines most effective and economical presentation.
4. Works with printers and engravers in the reproduction of original design, layout, artwork and typography on projects to ensure adequate production of the drawings and the finished product.
5. Maintains files, requisitions equipment and supplies and advises others in the methods and equipment employed in the preparation of materials.
6. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years high school, including courses in art design and commercial art.

Requires two years experience in the field of visual communication engaged in creative work in art, design, printing, filmmaking, television and other arts of communication.

GRAPHIC ARTS ILLUSTRATOR (Continued)

Knowledge, Skills and Abilities

Requires extensive knowledge of visual design, layout and design and the technique of graphic presentation.

Requires extensive knowledge of color, balance and layout as applied to the visual presentation of displays, film diagrams, posters, drawings, or other exhibits requiring skill in design.

Requires extensive knowledge of printing techniques as applied to reproduction of artwork.

Requires ability to make effective use of equipment and supplies and promote economical production of finished materials.

Requires ability to do independent research.

Requires ability to give graphic expression to an idea through the media of various art techniques.

Requires considerable skill in drawing and the use of color.

Requires ability to maintain effective working relationships with co-workers, program directors and commercial printing personnel.

Requires ability to create effective and artistic format for books, bulletins and publications.

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

Requires ability to edit film and to attain desired effects.

Requires skill in operation of still and motion picture cameras.

Approved by the Secretary of State Merit Commission - October 11, 1977

Effective - October 16, 1977

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year