

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

**PHOTOGRAPHER**

**Position Code: K7150**

**DISTINGUISHING FEATURES OF THE CLASS**

Under direction, performs skilled photographic work using a variety of equipment and involving both routine and difficult procedures; takes still and motion pictures; performs photographic processing in a photographic laboratory.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Takes still and motion pictures in black and white and/or color to illustrate objectives of programs of the Office of the Secretary of State for education display or promotional purposes.
2. Photographs special projects or events for publicity purposes and new releases.
3. Operates a photographic laboratory for the processing of films and printing of photographs; prepares and replenishes photo chemicals; processes prints and enlarges and photographs processed film.
4. Plans and shoots color slides for multi-media presentations; determines selection of lighting, film and composition; edits slides and selects music or narration to accompany color transparencies; photographs illustrative artwork for slide presentations; shoots chromakey slides for television usage during news broadcasts.
5. Prepares photographs for display including cropping for composition and size, mounting and selecting method of display.
6. Works with graphics and communications staff to prepare photographs for printing and other presentations.
7. 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 or completion of an approved training course and one year of experience in general and motion picture photography.

## **PHOTOGRAPHER (Continued)**

### **Knowledge, Skills and Abilities**

Requires thorough knowledge of the techniques and commercial equipment used in all phases of general photography.

Requires thorough knowledge of the use of lighting and color to produce different effects.

Requires thorough knowledge of modern techniques, equipment and materials used in developing, processing, printing, reproducing and enlarging photographs.

Requires working knowledge of the techniques involved in taking aerial oblique photographs.

Requires ability to apply and adapt different photographic techniques to a variety of subjects and to select the subject and its arrangement according to the objective of the assignment.

Requires skill in operating still and motion picture cameras.

Requires ability to apply difficult techniques involved in developing, processing and printing different types of film and enlarging and reproducing photographs or copy.

Requires ability to maintain satisfactory working relationships with the public.

Requires possession of a valid Illinois drivers license.

Approved by the Secretary of State Merit Commission - May 10, 1983

Effective - May 16, 1983

### **EXAMINATION INFORMATION**

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year