

CLASS TITLE: GRAPHIC ARTS TECHNICIAN

Class Code: 02811100
Pay Grade: 17A
EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform all phases of pre-press techniques associated with the graphic arts and printing trades, including the preparation of mechanical art work, the stripping of negatives and the photographing of artwork and copy; to work with positive film and create composite negatives; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom specific assignments are received; work is subject to review for conformance to accepted pre-press techniques.

SUPERVISION EXERCISED: As required, supervises and reviews the work of subordinates engaged in the pre-press process.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform all phases of pre-press techniques associated with the graphic arts and printing trades, including the preparation of mechanical art work, the stripping of negatives and the photographing of artwork and copy; to work with positive film and create composite negatives.

To create photo types and artwork for brochures, pamphlets and books.

To strip and prepare negatives for the plate making process.

To operate and maintain horizontal and/or vertical graphic arts camera.

To create halftones from continuous tone prints to make positives and reverses.

To maintain a photographic darkroom, and mix all necessary chemicals.

To maintain an inventory and be responsible for ordering materials as needed.

To work with supervisory personnel and clients in order to interpret conceptual ideas into an acceptable visual plan.

To consult with supervisory personnel in the planning of scheduling and production procedures.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques required in the performance of all pre-press techniques associated with the graphic arts and printing trades; a thorough knowledge of the principles of binding, finishing and printing of books, pamphlets and brochures; the ability to convert written instructions into workable and useful artwork and negatives; the ability to deal in a cooperative and effective manner with supervisors and clients in order to produce a satisfactory finished product; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school, including or supplemented by trade and technical courses in photography, graphic arts or mechanical design; and

Experience: Such as may have been gained through: employment in on-the-job training in the graphic arts, advertising, or printing industries.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 24, 1985

Editorial Review: 3/15/03