



JOB TITLE	DEPARTMENT	REPORTS TO
Graphic Artist Technician	Business Services	Print Shop Manager

<b>Position No:</b> 77636	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> C29	<b>Date Approved:</b> 7/13/99
<b>FSLA:</b> Non-exempt	<b>Date Revised:</b>

<b>MINIMUM QUALIFICATIONS</b>
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1. High school diploma or equivalent.
2. Typing speed of at least 50 words per minute accurately.
3. Ability to read a ruler and understand measurements as used with printing publications.
4. Ability to work with a minimum of direct supervision.
5. Work style that is systematic and organized with regards to:
  - a) Tools
  - b) Filing
  - c) Prioritizing multiple job directions
  - d) Understand and concern for accuracy, thoroughness and meeting deadlines
6. An eye for balance and good design
7. Ability to handle tools (pen, pencil, ruler, knife) with ease
8. Proficiency with desktop publishing software, especially the current versions of PageMaker and CorelDraw
9. Demonstrated proficiency in using desktop publishing software and graphics programs.
10. Ability to perform the functions of the position.

<b>DUTIES AND RESPONSIBILITIES</b>
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1. To communicate daily with Publications Center Manager and/or Public Center Secretary regarding the status of job orders.
2. To schedule work priorities according to deadlines and time considerations for the printing process.
3. To consult with job originators when deemed necessary by Manager or Secretary.
4. To be familiar with common paper stocks and offset printing equipment.
5. To work in harmony with co-workers in the department.
6. To be familiar with what other software is compatible with desktop and graphics software and advise originator of any given publication when appropriate.
7. To help implement changes and/or expansions in hardware or software as management directs.
8. To perform assigned tasks in a timely and efficient.
9. To perform assigned tasks with a high standard of quality.
10. To perform other duties as assigned by Publications Center Manager.

<b>PHYSICAL DEMAND CLASS:</b>
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Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.