

San Diego County Office of Education
Personnel Commission

GRAPHIC ARTS TECHNICIAN I

Definition: Under general direction, performs a variety of graphic composition duties such as typesetting, layout, and paste-up, and maintains files related to the production of a variety of printed materials.

Typical Tasks: Utilizes microcomputers with word-processing, layout, and design utilities software to originate a variety of graphic composition jobs, such as newsletters, brochures, bulletins, manuscripts, and business cards, based on approved work orders; typesets and creates original graphic layout; prepares finals for camera-ready copy; prepares type for Graphic Artist/Designer; assists Senior Graphic Arts Technician with large and complex jobs; designs, revises, and typesets forms from rough drafts and verbal or written instructions; proofreads and edits materials; operates other equipment used in graphic materials composition, such as scanners, film and paper laser printers, poster printer, transparency maker, photocopiers, and waxer; maintains job folders and files; creates, develops, and maintains diskette files and file log; maintains forms control file and assigns numbers to all forms; maintains cross index and sample binders of all forms; completes job cards for jobs assigned; performs related duties as assigned.

Minimum Qualifications: Thorough knowledge of: English grammar and spelling; layout techniques and procedures used in producing a variety of printed materials. Knowledge of: equipment used in graphic composition, such as computers, printers, and scanners; typesetting standards, such as typeface qualities, spacing, and line endings. Skill in: using word-processing, layout, and design utilities software for camera-ready copy preparation; proofreading. Ability to: type accurately at a rate of speed sufficient to successfully perform job tasks; do arithmetic, including decimals, fractions, percentages, and ratios; meet production deadlines; work under the pressure of short deadlines; maintain effective working relationships with all levels of staff; follow oral and written instructions. Physical ability to perform duties involving prolonged sitting and exacting visual detail.

Experience and Education: A minimum of two years varied graphics experience utilizing layout and composition software and equipment for camera-ready copy preparation, or an equivalent combination of formal education/training and similar experience.

Established: 3/92

Revised: 7/98

Approved by the Personnel Commission: March 12, 1993