

New Mexico State University Personnel Office
New Mexico Department of Agriculture
Non-Exempt Classification Specification

Classification Title: Graphic Arts Illustrator I
Class Code: 8817 **Grade:** 12 **EEO-6 Code:** 5 **Last Update:** 09/01/91

DESCRIPTION OF WORK

General Duties: Designs and prepares illustrative sketches of above average difficulty for displays, brochures, reports, graphs, charts and booklets; designs displays and printed pieces.

Supervision Received: Works under general supervision of an administrative supervisor.

Supervision Exercised: Usually none. May supervise work of student employees.

EXAMPLES OF DUTIES

Designs and prepares in various media illustrates, topography, graphs, charts, maps, cartoons and layouts for reports, office forms, signs, publications and booklets; designs letterheads, envelopes and brochure covers; confers with supervisors as to media and method of design for various projects; designs, prepares and illustrates exhibits and displays material for departmental use and public display; makes freehand sketches of designs and drawings; may design and illustrate visual aids; may be responsible for ordering supplies and maintaining inventory records; may sketch floor plans from rough sketched instructions; proofreads; may maintain records of jobs performed and fund involved for each job; performs related work as assigned.

MINIMUM QUALIFICATIONS

Knowledge: Considerable knowledge of the most effective methods of graphic demonstration of materials; design and layout; methods, practices, and techniques used in the reproduction of graphic material; some knowledge of mathematics as applied to making required computations; mechanical equipment, electronic symbols and circuits.

Skills: Skill in the use of brushes, pens, airbrush, and various lettering equipment used in graphics; skill in freehand sketching and lettering.

Abilities: Considerable ability to plan and organize work loads; follow detailed oral and written instructions; establish and maintain effective working relationships with associates and customers; prepare original art work.

Education: Two (2) years of college or technical course work in commercial art or fine arts.

Experience: Three (3) years of experience in graphic arts work.

OR

Any equivalent combination of education and experience which provides the above knowledge, skills and abilities.