



**Job Specification**

**Job Title: Graphics Technician I**  
**BCAT Code: 624X AE**  
**Pay Grade: G08**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Non-Exempt**

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**General Description**

Performs entry-level skilled work assisting with the design, coordination and production of publications and advertisements.

**Examples of Duties**

- Assists in producing typeset and camera-ready materials using computer graphics software.
- Assists in designing and producing artwork for brochures, books and other publications.
- Assists in designing formats for publications.
- Consults with clients on issues such as design and cost specifications.
- Prepares production schedules and cost estimates.
- Examines proofs to ensure accuracy.
- Maintains production records.
- Maintains computer graphics equipment.
- Orders needed supplies and equipment.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Knowledge of computer graphics equipment and software.
- Knowledge of printing presses.
- Effective oral and written communication skills.
- Effective organizational skills.
- Effective time management skills.
- Artistic ability.

**Minimum GSU Hiring Standards**

High school diploma or GED and six months experience with computer graphics design equipment and software; or a combination of education and experience.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*