



Job Specification

Job Title: Graphics Technician II
BCAT Code: 624X AG
Pay Grade: G09

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

General Description

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

Examples of Duties

- Designs and produces artwork for brochures, books and other publications.
- Designs 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.
- Produces typeset and camera-ready materials using computer graphics software.
- Produces poster presentations, slides, and overheads.
- 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 one-year 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.