

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 2175

TITLE: GRAPHIC ARTIST I

GRADE: S-13

DEFINITION:

Under supervision, prepares the less complex graphic material for reproduction; and performs related work as required.

ILLUSTRATIVE DUTIES:

Makes drawings, graphs, diagrams and sketches for reports and displays;
Prepares lay outs for covers of manuals, brochures and other documents;
Does lettering and colored work;
Draws illustrative material from statistical data;
Orders paper and supplies.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the materials, methods and equipment used in mechanical and freehand drawing and lettering;
Knowledge of varied reproduction processes;
Knowledge of good English and grammar;
Ability to perform layout work.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to graduation from high school or G.E.D. issued by a state department of education; plus one year of experience in commercial art work or completion of an accredited course in general art work.

REFORMATTED/REVISED: December 3, 2007