



Classification: Staff Artist I

Title Code: V00081

Pay Range: 12

POSITION SUMMARY: This is an entry-level professional position in which the individual is responsible for a variety of graphic design projects and the production of digital photographs and digital media. An employee in this position must be creative in the development of conceptual ideas for a variety of media outlets and will perform photography for graphic design, publicity, training, as well as operate computer equipment within set procedures, rules, and policies. The employee interacts with a variety of individuals within and outside the organization in the completion of work assignments. An employee in this position is on call at any time for specialized photographic assignments. Work is performed under general supervision.

DESCRIPTION OF DUTIES PERFORMED: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Assists with requests from Patrol components to prepare, revise, and finalize layouts for brochures, posters, stickers, flyers, booklets, handouts, cards, charts, calendars, certificates, etc., utilizing computer and hand-generated techniques.

Learns to capture and develop portrait photographs of Patrol employees for various publications; captures and develops photographic slides for crime scene, legal, training, aerial, and publicity purposes, etc.; completes media requests of photographs through the distribution of the requestors guidelines.

Assists with coordinating, developing, and/or revising information into a conceptual design, then a workable graphic layout for affected component requests, to include: editing material for clarity, organization, grammar style, format, etc.

Assists with designing two and three-dimensional displays and exhibits by providing a draft and establishing the dimension of completed projects; aids in the construction and completion of these projects by ordering materials, then creating displays using required mediums.

Assists with designing and completing requests for various media requests, to include: occasion cards, brochures, publications, retirement flyers, name tags, invitations, framing various documents, and typesetting various cards and certificates (e.g., business cards, ID cards, etc.).

Assists with preparation of a variety of lettering processes for graphic work (e.g., hand-generated print, calligraphy, vinyl-cut letters, personalized lettering, etc.).

Learns how to determine the feasibility of developing requests for artwork by division staff; confers with state printing reference feasibility; works directly with vendors to procure price quotes and oversee the production of projects that are not able to be prepared in-house or by state printing.

Learns to coordinate directly with vendors and Criminal Justice Information Services Division staff reference computer equipment hardware and software; maintains stock of supplies needed to run equipment and graphic design materials needed to perform all duties.

Logs and maintains work orders and their status, and maintains/archives negatives, both print and digital files, to include entering digital images, print scans, and positive scans utilizing strict guidelines.

Assists in maintaining a list of pending projects and keeps supervisor apprised of work, to include: monthly/annual reports of all work completed, prioritization of projects according to date received, rush and/or special requests, etc.

Learns to operate and maintain a variety of artist's tools, (e.g., pencils, markers, acrylic and tempera paint, pen, ink, x-acto knife, box knife, paper cutter, scissors, ruler, t-square, light board, vaccum press, framing gun, pica ruler, opaque pen, hole puncher, compass, protractor, templates, glues, tape, proportion wheel, burnisher, etc.) and photography, and computer equipment (e.g., studio lights, camera bodies, lenses, artificial lighting, light meters, film and print scanners, small and large format printers, personal computer, printers, telephone, fax machine, and scanner, etc.).

Learns to develop routine correspondence from general instruction and serve as the Division Secretary back-up, as needed.

Prepares completed packages for distribution/mailing, as well as orders and maintains all photographic supplies.

Assists with photographing artist's drawings, layouts, and written documents to make off-set printing press plate stencils; enlarges color photographs using computer-imaging processing; as well as color separations for pre-press settings for publications of photographs.

Learns to complete laser engraving requests for all materials including granite, plastic, acrylic, metal, and wood, to include making proper laser adjustments for each type of material.

Assists with performing routine maintenance on laser engraver, as well as routine camera and photographic equipment maintenance.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of current graphic design methods and the general principles of lay-out and design.

Knowledge of the principles and techniques of computer graphics.

Knowledge of the various kinds of paper, ink, and color matching systems used in duplicating work.

Knowledge of preparation of artwork for printing on a variety of scales and materials.

Knowledge of color harmony and lettering techniques.

Knowledge of the basic skills of the qualities and adaptability of the various photographic equipment and materials utilized.

Knowledge of the standard practices of still photography, including posing of subjects, exposure and ability to download digital files.

Knowledge of proper lighting and layouts to produce excellent quality proofs.

Knowledge of the basic procedures involved in digital imaging using the latest Adobe Design Suite Program, Microsoft Office, Content Manager, and PhotoGrav Programs in the Windows platform.

Ability to utilize or learn to utilize a variety of computer software packages for both PC and MAC (e.g., Acrobat Pro, Adobe Creative Suite, Microsoft Word, Excel, PowerPoint, etc.).

Ability to use lights, photographic filters, cameras, light meters, diffusers, radio transmitters, and other photographic equipment.

Ability to take quality photographic exposures under extreme variances of lighting conditions.

Ability to deal with internal and external computer staff in a professional and effective manner to expedite resolution of hardware and software problems.

Ability to work closely with requesting source in the preparation, revision, and final publication of graphic design projects.

Ability to develop conceptual formats with limited information and direction.

Ability to prepare graphic design projects utilizing a variety of lettering techniques.

Ability to use artist's tools and office equipment as detailed in the description of duties.

Ability to learn how to make decisions about the feasibility of in-house versus outside art projects and correctly pursues the completion of subcontracted work.

Ability to learn assigned clerical tasks within a reasonable time, to adhere to prescribed routines, and to develop some skill in the operation of office equipment.

Ability to transport and assemble photographic equipment as required.

Ability to perform minor, routine maintenance on cameras, laser engraver, scanners, printers, and other photographic equipment.

Ability to photograph subject matter in accordance with the directions received.

Ability to accurately maintain work records and generate statistics as requested.

Ability to handle several projects simultaneously and complete work with differing demands in an efficient and timely manner.

Ability to scan original negatives and prints for archiving, storing originals in archival materials.

Ability to enter images into archival software for later use, such as distribution.

Ability to create presentations for lectures in training of photographic equipment.

Ability to interpret color for purpose of color balance in originals and reproductions.

Ability to take aerial photographs, when necessary.

Ability to analyze statistical data and translate into graphic form.

Ability to design, construct or oversee the construction of, and set up exhibits and displays.

Ability to employ a variety of artistic media.

Ability to work independently with general supervision.

Ability to exercise judgment and discretion.

Ability to accomplish duties outdoors in inclement weather.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED: (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess a Bachelor's degree in Graphic Design, Commercial Art, Photography, or a related field; or an Associate's degree in Graphic Design, Commercial Art, Photography, or a related field, and two years related experience.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.