

MASSACHUSETTS DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASSIFICATION SPECIFICATION

**APPROVED**

DEC 31 1987

Department of Personnel  
Administration

I. GRAPHIC ARTS TECHNICIAN SERIES:

Graphic Arts Technician I  
Graphic Arts Technician II

II. SUMMARY OF SERIES:

Incumbents of positions in this series draw sketches, charts and graphs and design rough and finished layout of printed material; proofread and edit copy; operate apparatus such as transfer letterers, headliners, drafting and other equipment for graphic art needs; and perform related work as required.

The basic purpose of this work is to prepare finished layouts for duplication and printing.

III. ORGANIZATIONAL LEVELS:

Graphic Arts Technician I is the entry-level technical job in this series.

Graphic Arts Technician II is the first-level supervisory job in this series.

IV. EXAMPLES OF DUTIES COMMON TO ALL LEVELS IN SERIES:

1. Prepares technical art work such as design, layout, lettering, paste up and copy to produce printed materials such as brochures, forms, newsletters and exhibits.
2. Draws sketches, charts and graphs for documents such as budgets and reports of capital expenditures for presentation of data.
3. Proofreads and edits copy for form, accuracy, clarity, proper punctuation, spelling and grammar.
4. Operates apparatus such as transfer letterer, headliner, drafting equipment and controlled lettering equipment; selects typeface and lettering for printed material; and calculates measurements for type-setting.
5. Determines the need for supplies and equipment necessary to complete assignments.
6. Reads journals and/or other publications to keep abreast of developments in the field.

V. DIFFERENCES BETWEEN LEVELS IN SERIES:

Graphic Arts Technician II:

1. Prepares materials such as display maps, drawings, statistical graphs, pictorial representations and slides for presentation at public meetings, hearings, conferences, seminars, lectures, engineering projects and legislative hearings.
2. Determine availability of resources such as time, funds and/or material to meet requests for the preparation and completion of forms and other printed matter efficiently and on schedule.

VI. RELATIONSHIPS WITH OTHERS:

Major work contacts are with agency personnel.

VII. SUPERVISION RECEIVED:

Graphic Arts Technician I:

Incumbents of position at this level receive direct supervision from Graphic Arts Technicians or other employees of higher grade who provide instruction, assign work and review performance through written and verbal reports and inspection for effectiveness.

Graphic Arts Technician II:

Incumbents of positions at this level receive general supervision from administrative employees of higher grade who assign work and review performance through inspection for compliance with accepted standards.

VIII. SUPERVISION EXERCISED:

Graphic Arts Technician I:

None.

Graphic Arts Technician II:

Incumbents of positions at this level exercise direct supervision (i.e., not through an intermediate level supervisor) over, assign work to and review the performance of 1-10 technical and/or clerical personnel.

IX. WORKING CONDITION:

Graphic Arts Technicians work in a typical office environment with no unusual working conditions.

X. QUALIFICATIONS REQUIRED AT HIRE FOR ALL LEVELS IN SERIES:

1. Knowledge of the materials, supplies and equipment used in graphic arts.

2. Knowledge of the methods and techniques of graphic design.
3. Knowledge of the principles, practices and techniques of graphic arts including layout.
4. Knowledge of the methods and techniques of graphic reproduction.
5. Knowledge of the safety practices and procedures followed in graphic arts work.
6. Knowledge of lettering methods.
7. Knowledge of principles and correct usage of the English language including grammar, spelling and punctuation.
8. Knowledge of the techniques used in proofreading and editing material.
9. Knowledge of the methods used in the preparation of charts, graphs and tables.
10. Skill in freehand drawing.
11. Skill in the use of lettering equipment.
12. Skill in the use of instruments and devices used in graphic arts.
13. Ability to prepare and use charts, graphs and tables.
14. Ability to follow oral and written instructions.
15. Ability to maintain harmonious working relationships with others.
16. Ability to read and interpret such documents as drawings, charts, graphs, tables, etc.
17. Ability to determine proper format and procedures for assembling items of information.
18. Ability to perform arithmetic computations.
19. Ability to distinguish colors visually.
20. Ability to communicate effectively in oral expression.

Additional qualifications required at hire for Graphic Arts Technician II positions:

1. Ability to give oral and written instructions in a precise and understandable manner.
2. Ability to prepare general reports.

3. Ability to supervise, including planning and assigning work according to the nature of the job to be accomplished; the capabilities of subordinates and available resources; controlling work through periodic reviews and/or evaluations; determining subordinates' training needs and providing or arranging for such training; motivating subordinates to work effectively; determining or initiating disciplinary action.
4. Ability to coordinate the efforts of others in accomplishing work objectives.

XI. QUALIFICATIONS ACQUIRED ON JOB AT ALL LEVELS IN SERIES:

1. Knowledge of the types and availability of public or private community based organizations and resources for providing graphic arts services.
2. Knowledge of policies, procedures, specifications, standards and guidelines governing assigned unit activities.

Additional qualifications acquired on job in Graphic Arts Technical II positions:

1. Knowledge of agency procedures and guidelines governing the purchase of supplies and equipment.
2. Knowledge of the principles, practices and techniques of supervision.

XII. MINIMUM ENTRANCE REQUIREMENTS:

Graphic Arts Technician I:

Applicants must have at least (A) one year of full-time, or equivalent part-time, experience in graphic arts, graphic design, drawing or illustrating work, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

Graduation from a recognized school above the high school level, with a major in graphic arts or graphic design may be substituted for the required experience.\*

\*Education toward such a certificate, diploma or degree will be prorated on the basis of the proportion of the requirements actually completed.

Graphic Arts Technician II:

Applicants must have at least (A) two years of full-time, or equivalent part-time, experience in graphic arts, graphic design, drawing or illustrating work, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

Graduation from a recognized school above high school level with a major in graphic arts or graphic design may be substituted for the required experience.\*

\*Education toward such a certificate, diploma or degree will be prorated on the basis of the proportion of the requirements actually completed.

XIII. SPECIAL REQUIREMENTS:

None.

Occupational Group 38

Revised 9/87

