

# Graphics Specialist

## Position Details

Class Code: 1100

Job Family: Visual/Printed Communications

Classification: Support Professional

Terms of Employment: [Pay Grade 54 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction, designs, sets type, and pastes-up type and artwork to produce camera-ready copies for offset reproduction.

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## Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Determines and advises administrators, central office and school personnel of effective design and typographic solutions for work requested.
2. Designs job from verbal and written information.
3. Designs for one and two-color printing.
4. Establishes job formats, including effective type styles and sizes (copy-fitting); electronically modifies type sizes to solve complex design and copy-fitting problems; reverses, enlarges, or reduces type to accommodate work requests.
5. Operates digital, microcomputer-controlled, photo typesetting equipment with word processing and file management functions, ruling program and photographic processor to set type.
6. May select effective clip art for the work requested.
7. May perform hand lettering.
8. May provide rough or comprehensive layout of work requested.

9. Pastes-up design elements (type, art, photographs) to produce camera-ready copies.
  10. Plans and schedules work, in cooperation with Reprographics.
  11. Examples of work performed include: forms, charts, brochures, certificates, flyers, posters, programs, handbooks, tabloids, directories, calendars, report cards, and slides.
  12. Cleans and sets up chemicals for photographic processor.
  13. Conforms to safety standards, as prescribed.
  14. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves operating digital, microcomputer-controlled, photo typesetting equipment with word processing and file management functions, ruling program and photographic processor to set type.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of typography, copy fitting, and design.
  2. Knowledge of offset printing and binding processes.
  3. Ability to operate microcomputer-controlled photo typesetting equipment with word processing and file management functions and ruling program.
  4. Ability to work independently and without supervision.
  5. Ability to meet and confer with administrators.
  6. Ability to work under pressure and meet timelines.
  7. Ability to interpret and follow verbal and written information.
  8. Ability to layout copies and visual aids.
  9. Ability to learn telecommunications for typesetting operation.
  10. Ability to relate well with administrators, employees, and the public.
  11. Ability to recognize and report hazards and apply safe work methods.
  12. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## Position Requirements

### Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Three (3) years of experience in typesetting, copy fitting, and design or commercial art.

### Licenses and Certifications

A valid driver's license or state-issued identification card.

### Preferred Qualifications

None specified.

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## Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
  2. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.)
  3. Specific documented evidence of training and experience to satisfy qualifications.
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## Examples of Assigned Work Areas

Clark County School District facilities - schools and administrative offices/departments.

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## Work Environment

### Strength

Medium - exert force of 20 to 50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs. constantly.

### Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and to maintain concentration for an extended period of time. Vision:

Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

## **Environmental Conditions**

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

## **Hazards**

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Computers, printers, scanners, copiers, collator, laminator, telephones, calculators, fax machines, blotters, digital cameras, paper trimmers, etc.

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 05/10/23
- Created: 10/01/85