

# Graphic Artist Assistant

## Position Details

Class Code: 1105

Job Family: Visual/Printed Communications

Classification: Support Professional

Terms of Employment: [Pay Grade 48 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under direct supervision, performs a variety of logistics and other tasks including, but not limited to: warehousing, District Forms functions, and graphic arts operations, as assigned.

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## Essential Duties and Responsibilities

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

1. Assists with updating and preparing forms, certificates, brochures, pamphlets, books, newsletters, posters and all other forms of print-related materials for production and client use.
  2. Maintains paper supplies for design area and District Forms stock levels.
  3. Prints, laminates, mounts, and trims posters and display items.
  4. Maintains orders as assigned including: typing, proofing, copying, cutting, shipping, and completing all necessary paperwork and file management.
  5. Provides support to entire Graphic Arts Center/District Forms staff, as needed.
  6. Conforms to safety standards, as prescribed.
  7. Performs other tasks related to the position, as assigned.
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## Distinguishing Characteristics

Involves use of computers and graphics software, hardware, and bindery equipment to prepare graphic materials for reproduction.

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

1. Knowledge of design software applications and graphics techniques.
  2. Knowledge of layout and spacing.
  3. Ability to work independently and without direct supervision on occasion.
  4. Ability to work under pressure and meet deadlines.
  5. Ability to listen, comprehend and follow written and verbal instructions.
  6. Ability to relate well with administrators, employees, and the public.
  7. Ability to recognize and report hazards and apply safe work methods.
  8. Possess physical and mental stamina commensurate with the responsibilities of the position.
  9. Ability to demonstrate attention to detail, strong communication skills, time management, organizational skills, and self-motivation.
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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. Two (2) years of vocational courses from an Accrediting Commission of Career Schools and Colleges in graphic design, or,  
One (1) year of experience working in a graphics related field.

### **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. Transcripts and/or certificates from an Accrediting Commission of Career Schools and Colleges in graphic design, if applicable.
  4. Specific documented evidence of training and experience to satisfy qualifications.
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## Examples of Assigned Work Areas

Clark County School District Graphic Arts Center / District Forms.

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## Work Environment

### Strength

Minimum - exert force of 20-50 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

Varies from a climate-controlled office setting to working in the warehouse with temperatures ranging from mild to moderate. 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, laminators, telephones, calculators, fax machines, bindery, pallet jack, hand truck, and electric cart to load/unload storage areas.

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### **AA/EOE Statement**

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: 05/09/23
- Created: 06/01/89