Title: Computer Graphics Specialist

Pay Scale Group: 62

Essential Function

Under general supervision from a designated supervisor, operate a personal computer and utilize software packages to complete varied assignments involving word processing, page layouts, creation of charts, and computer graphics.

Characteristic Duties

1. Procedures graphics, illustrations, posters, manuals, journals, proposals, exams, etc.
2. Perform highly technical work processing to produce proposals, manuscripts; general correspondence, etc., from rough written copy, oral instructions and/or dictation; proofs copy and make corrections.
3. Use of peripherals (e.g., scanning equipment to import documents, printers, copiers).
4. Perform all related systems organization, maintenance, back-up and storage activities.
5. Perform related clerical duties (e.g., answer phones, screen calls and take messages, maintain filing system/logs).
6. Perform related duties (e.g., may assist in the training of others in the proper operations and functions of equipment, solving problems, may assist in the development of unit policies and procedures; act as system administrator).

Unusual Working Conditions

- N/A

Minimum Qualifications

- High school or GED equivalent; two years experience or training in the operation of complex word processing software that includes graphics, charts, and use of multiple software packages.

Last updated: December 1997