

Position No.:
Art & Graphics Clerk

14. MAJOR DUTIES AND RESPONSIBILITIES

- 50%

Incumbent performs art & graphics functions. Incumbent receives printing requests from ICASS customers and completes all work per ICASS standards.

Incumbent designs official invitation cards, forms, logos, illustrations, drawings, visual aids, and exhibits using Desktop Publisher Adobe Illustrator and Microsoft Office Publisher. The incumbent is expected to provide printing solutions to ICASS customers by providing ideas and samples of finish products using print shop software and/or products.

- 30%

The incumbent sets up and operates an assortment of duplicating and publishing equipment such as XEROX DOCUCOLOR 252, XEROX DOCUMENT CENTRE 470DC, XEROX DOCUCOLOR 2240, GBC COMBIND BINDING SYSTEM C8900PRO and C250, IBICO COMBIND BINDING , GBC HEATSEAL H425 Laminator, and IDEAL 4215 Paper Cutter. Prepares products for distribution by laminating, collating, binding, stapling, pasting, and sorting. Mounts, crops, and accurately scales photographs and other illustrations. Checks labels for accuracy. Prepares ICASS reports for FMO on reproductions.

- 20%

The incumbent assists in the repair of copiers and other reproduction equipment. Supervise local vendor technicians that may have been called in to repair reproduction equipment. Prepares requests for office supplies and advises clients with special reproduction requests on the selection of material required and impressions needed.

DESIRED QUALIFICATIONS

- **EDUCATION:** High School diploma.
- **PRIOR WORK EXPERIENCE:** At least six months experience in PC-based Desktop Publishing and Graphics Design software is required. Six months experience with reproduction, collating, binding, and laminating machines is required.
- **POST ENTRY TRAINING:** On the job training on specific office machines is provided if not known.
- **LANGUAGE PROFICIENCY:** English Level IV, Spanish Level IV.
- **KNOWLEDGE:** Must have knowledge of PC based Desktop Publishing Clipart and knowledge of the operation of copying, collating, binding, and laminating machines. Knowledge of various methods, processes, and techniques of visual communications to make posters, illustrations, flip charts, graphs, slides, and exhibits. Knowledge of computer programs such as Word, Excel, PowerPoint, etc.
- **ABILITY:** Must demonstrate artistic talent, ingenuity, and creative ability to design invitation cards, stationary, forms, logos, graphs, and posters using PC-based software.

POSITION ELEMENTS:

- a. **SUPERVISION RECEIVED:** Supervised directly by an Information Management Specialist and indirectly by the Information Programs Officer.
- b. **AVAILABLE GUIDELINES:** Technical manuals and Standard Operating Procedures.
- c. **EXERCISE OF JUDGMENT:** Must exercise good judgment, initiative, attention to detail, and adherence to imposed time constraints in designing visual communications and in laying out print jobs and processes.
- d. **AUTHORITY TO MAKE COMMITMENTS:** Exercise sole independence by visualizing the proposed concept and artistically creating the design to meet the client's specific requirement. Will independently schedule jobs, order materials, and will inform the customer of proposed completion date.
- e. **NATURE, LEVEL AND PURPOSE OF CONTACTS:** Will have contact with customers from every section and agency of the Embassy. Will have contact with machine vendors and the repair representatives.

f. SUPERVISION EXERCISED: None.

g. TIME REQUIRED TO PERFORM FULL RANGE OF DUTIES: Six months.