



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ARTIST

Job Number: 20001556

Job Code: 81090V231016

Job Group: 8100 - COMMUNICATIONS AND PROMOTIONS

Job Established: 06/16/1982

Job Revised: 10/16/2023

Grade: 13 Salary (MIN - MID):

\$20,549-\$30,824 - Hourly

\$3,339.22-\$5,008.90 - 37.5 Hr. Monthly Salary

\$3,561.84-\$5,342.84 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Develops professional artwork for departmental programs and activities; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's or an associate degree in commercial art, graphic arts, graphic design, or related field.

EXPERIENCE, TRAINING, OR SKILLS:

Two years of experience in commercial art, graphic arts, graphic design, or a related field.

Substitute EDUCATION for EXPERIENCE:

Additional education or vocational school training in commercial art, graphic arts, or design or related field will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Experience in commercial art, graphic arts, or design or a related field will substitute for the bachelor's degree on a year-for-year basis OR Graduate of a college or university with a bachelor's degree supplemented by one year of experience in commercial art, graphic arts, graphic design, or a related field will substitute for the primary educational requirement.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Designs artwork and layout for department's art programs and activities. Designs covers and pasteup for pamphlets, programs, bulletins, and flyers. Designs logos and mastheads. Prepares camera ready layouts from the design for advertisements and brochures. Draws illustrations for advertisements. Operates the copy camera. Shoots, develops, prints, and screens halftone photography for advertisements and brochures. Proofs and copy fits advertisements and brochure copy, selects typeface, size, line length, and arrangement of the lines of type. Operates various types of equipment used to produce artwork. Designs displays and exhibits for conferences. Designs and edits slide presentations. Assists in cutting sign panels. Assists in the silk-screening process for the production of signs.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.