

Office: Assembly Committee on Rules, Reprographics Office Classification: Graphic Artist Posted: October 7, 2024 Hours: Full time (35/hours/week) + Extended hours when business needs require Position Location: Sacramento

Description: The California State Assembly, Reprographics office seeks a Graphic Artist. The individual will perform a variety of duties in the design, direction, and preparation of graphics design work. Assists in the development and completion of design and production and other graphic design needs.

Essential Duties:

- Designs and prepares artwork for print and digital content, reports and document covers, letterhead, stationery, social media and digital documents, brochures, forms, posters, event materials, and/or similar items.
- Designs and prepares for printing graphs, charts, and drawings required for various reports and documents.
- Performs required preflight and layout work for printing orders.
- Reviews and responds to special requests for graphic artwork.
- On a relief basis, operates printing equipment and document preparation machinery.
- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual.
- Performs other related work as assigned.

Knowledge of/Ability to:

- Techniques, methods, and equipment used in graphic design.
- Principles and practices of printing and binding documents and publications.
- Safe work practices and procedures.

- Basic organization and function of the California Legislature.
- Operate assigned equipment with skill and safety.
- Use industry standard Mac based environment that includes Adobe Creative Cloud, InDesign, Illustrator, Photoshop, Acrobat Professional, font management applications, Microsoft Office, and related software.
- Perform design and layout work in the preparation of documents and publications for printing.
- Employ good judgement and make sound decisions in accordance with established procedures and policies.
- Establish and maintain cooperative and professional relationships with those contacted in the course of work.
- Communicate clearly and concisely.
- Work efficiently and effectively at all times.
- Maintain performance, professionalism, and attention to detail while working under pressure and while dealing with multiple projects, deadlines, demands, and constant change.
- Understand and follow instructions.
- Access, input, and retrieve information from a computer.
- Work extended hours as necessary.

Qualifications:

- Proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign) and other relevant design software.
- Strong understanding of design principles, typography, and color theory.
- Strong attention to detail and ability to meet deadlines.

Preferred Qualifications:

- Bachelor's degree in Graphic Design, Visual Arts, or a related field.
- Experience working in the California State Legislature.

Salary Range: The Assembly salary range for the classification of Graphic Artist is \$3,932 - \$10,011 monthly. The successful candidate's salary for this position is anticipated to be between \$3,932 - \$5,500 monthly. Final salary will be commensurate with experience.

To APPLY: Submit cover letter and resume with subject line "Graphic Artist" to <u>Human.Resources@asm.ca.gov.</u>