

Spec. Code: 2153  
Occ. Area: 04  
Work Area: 660  
Prob. Period: 6 mo.  
Prom. Line: none  
Effective Date: 01/29/97

## ILLUSTRATOR

### Function of Job

Under direct supervision from a designated supervisor, to make tracings and freehand drawings for simple duplication processes (such as mimeographing and multilithing).

### Characteristic Duties and Responsibilities

1. makes freehand drawings and tracings of charts, graphs, maps, and illustrations for zerox processing or on mimeograph stencils and multilith masters for use in classroom manuals, programs, newsletters, pamphlets, and bulletins
2. designs and letters signs, posters, programs, and covers for pamphlets, newsletters, and similar materials
3. letters captions for photographs and illustrations by use of leroy lettering, lettering machine, or freehand lettering
4. prepares layouts for programs, newsletters, and pamphlets
5. performs other related duties as assigned

### MINIMUM ACCEPTABLE QUALIFICATIONS

#### CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent

#### PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. artistic ability
2. ability to do lettering

Illustrator .....Edited
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