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**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : CLERK-ILLUSTRATOR**  
**Code: 090260 HDA**  
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**Competitive**

**GENERAL STATEMENT OF DUTIES**

Under supervision, provides illustrative art work and prepares layout for publication. Performs routine clerical duties; performs related duties as required.

**COMPLEXITY OF DUTIES**

This work involves imagination and the skill to execute a variety of artistic assignments and responsibility for accurate performance of a limited number of clerical duties.

**TYPICAL DUTIES**

1. Plans and prepares displays, posters and signs.
2. Designs and prepares layouts for promotional material.
3. Maintains scrapbook of Library and Community History.
4. Performs routine clerical assignments such as charging books in and out and filing.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Working knowledge of the principles and practices used in illustrative art work, layout, and lettering.
2. Some knowledge of office terminology, procedure and equipment.
3. Ability to prepare designs and illustrations and do original lettering and layouts.
4. Ability to understand and follow simple oral and written directions.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

Graduation from high school including or supplemented by successful completion of a course in art and design.

**NOTE:** Experience in commercial art or illustration may be substituted for high school on a year-for-year basis up to a maximum of two years, provided that course work as stated above has been completed.

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