NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : ILLUSTRATOR AIDE
Code: 850005 6KF
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Competitive

GENERAL STATEMENT OF DUTIES
Participates in the design and layout of art work for the production of a variety of graphic materials; performs related duties as required.

COMPLEXITY OF DUTIES
Under general supervision, the incumbent designs, plans and produces art work. Assignments are received in a form of detailed instructions, and the procedures and techniques to be used are predetermined.

TYPICAL DUTIES
1. Participates in the design and layout of art work for the production of a variety of graphic materials including booklets, leaflets and other presentations.
2. Participates in reproducing charts, graphs, and maps to designated scale.
3. Lays out, letters, and makes pen and ink illustrations in preparation for offset reproduction.
4. Illustrates layouts by means of photographs, sketches, cutouts, cartoons, etc.
5. Letters covers for reports, brochures and leaflets.
6. Prepares and installs or mounts exhibits and displays.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES
1. Knowledge of the principles and techniques of illustration.
2. Knowledge of the methods and procedures used in the preparation of copy for graphic arts material.
3. Knowledge of the fundamentals of perspective, design, color, harmony and compostion.
4. Ability to create effective and artistic formats for books, booklets and leaflets.
5. Ability to prepare designs and illustrations, to do original lettering and layouts and to prepare related displays.
6. Ability to follow instructions, both oral and written.

MINIMUM QUALIFICATIONS
Training and Experience
Graduation from high school including or supplemented by successful completion of courses in art, drawing, and/or painting.

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