

State of Alabama  
Personnel Department  
64 North Union Street  
P. O. Box 304100  
Montgomery, AL 36130-4100  
Phone: (334) 242-3389  
Fax: (334) 242-1110  
[www.personnel.alabama.gov](http://www.personnel.alabama.gov)

Current Announcement

---

## GRAPHIC ARTS SPECIALIST - 10314

---

Salary: \$27,806.40 - \$44,416.80  
Announcement Date: February 19, 2014  
Application Deadline: March 12, 2014

### **JOB INFORMATION**

The Graphic Arts Specialist is a permanent full-time position used by various state agencies. Positions are primarily located in Montgomery. Employees in this class operate the most complex equipment and perform the most difficult graphic arts operations.

### **MINIMUM REQUIREMENTS**

You must have **all** of the following to qualify for the **open-competitive** register:

- High school diploma/GED AND two years of graphic arts experience in the skilled operation of composition, pre-press, press, and/or bindery equipment or a production printer

You must have **all** of the following to qualify for the **promotional** register:

- Current, permanent status as a Graphic Arts Technician (10312)
- High school diploma/GED AND two years of graphic arts experience in the skilled operation of composition, pre-press, press, and/or bindery equipment or a production printer

### **NOTE**

Individuals on the employment register may be **selectively certified** by the specialty areas listed below:

- **Composition** – Must include experience operating graphic arts software and composition equipment and/or experience in layout, paste-up, and design
- **Pre-press** – Must include experience in the use of graphic arts camera, stripping, or plate-making
- **Press** – Must include experience setting up, operating, and maintaining a sheet-fed or web offset printing press
- **Bindery** – Must include experience in binding books, periodicals, and pamphlets, and assembling related printed materials manually or by machine
- **Production Printer** – Must include experience programming and operating an electronic production printer

A person may be selectively certified based on work experience in one of the above specialties. The selective certification will be based on information provided by qualified applicants on the **reverse side** of this announcement.

### **EXAMINATION**

- **Open-Competitive** to all applicants and **Promotional** to current state employees in the classification identified above
- An evaluation of **Training and Experience** as shown on the application will comprise 95% of the applicant's final score for the promotional register, with the remaining 5% being based on the average of the applicant's service ratings for the last three years. Scores from the evaluation of **Training and Experience** will comprise 100% of the final score for the open-competitive register.

### **HOW TO APPLY**

- Complete an Application for Examination Form available at [www.personnel.alabama.gov](http://www.personnel.alabama.gov), the above address, or any Alabama Career Center Office.
- Apply by mail or by fax. Application must be received by 5:00 p.m. on the application deadline date shown above. The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

***Individuals currently on the register MUST reapply to remain eligible for employment.***

***Veteran's credits are NOT allowed on promotional examinations.***

**THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER**

Applicants hired by the State of Alabama on or after January 1, 2012 will be subject to the E-Verify process pursuant to Act No. 2011-535.

**Graphics Arts Specialist – 10314  
Selective Certification Survey**

Listed below are some of the technical responsibilities required in the specialties of a Graphics Arts Specialist. This survey will be used to evaluate whether you meet the qualifications in a particular area for selective certification purposes. Selective certification is the process by which an agency fills a position requiring skill in a specialty area. The names of those applicants who have provided proof of proficiency in the specialty may be selectively certified to the agency. Those candidates who do not have proficiency in the specialty area will not be certified to such positions but will remain available for other positions.

**The completion of this survey will not be part of your final grade for the Graphic Arts Specialist. All qualified applicants will be placed on the employment register. HOWEVER, IN ORDER TO BE SELECTIVELY CERTIFIED IN A SPECIALITY AREA, YOU MUST COMPLETE THE INFORMATION BELOW.**

You may be asked to provide documentation that you have performed the tasks related to the graphic arts specialty listed or referenced in this survey as part of the interview process to demonstrate your skill level.

For each blank, choose the skill level indicator listed below that best describes your proficiency in the specialty listed.

**SKILL LEVEL INDICATORS**

- A. I have not performed work in this graphic arts specialty OR I have only performed with assistance.
- B. I have performed work in this graphic arts specialty WITHOUT assistance.
- C. I am highly skilled in this graphic arts specialty and have had lead-work responsibilities over other employees who have worked in this specialty.

	<b>MONTHS OF SKILL LEVEL EXPERIENCE</b>		
<b>1. Composition</b>	_____	_____	Experience operating graphic arts software and composition equipment and/or experience in layout, paste-up, and design
<b>2. Pre-Press</b>	_____	_____	Experience in the use of graphic arts camera, stripping, or plate-making equipment
<b>3. Press</b>	_____	_____	Experience setting-up, operating, and maintaining a sheet-fed or web offset printing press
<b>4. Bindery</b>	_____	_____	Experience in binding books, periodicals, and pamphlets, and assembling related printed materials manually or by machine
<b>5. Production Printer</b>	_____	_____	Experience programming and operating an electronic production printer

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_