HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Graphic Artist

Job Code: W3830
Pay Grade: WK
Pay Scale: $23.52-$35.97 Hourly; $48,921.60-$74,817.60 Annually
Exempt: No

OVERVIEW

Plan, design, and prepare a variety of graphics and art work for publications, and presentations. Assist with print production. May oversee the work of assigned staff.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Design and prepare illustrative materials for brochures, reports, pamphlets, posters, display panels, presentations, maps, charts, diagrams, and other publication and display materials.
- Use a variety of freehand and mechanical methods in the development of artwork, employing pastels, watercolors, pencil, and ink.
- Plan, design, and lay out artwork; develop original concepts and ideas; prepare detailed reproductions from photographs and objects; prepare perspective renderings.
- Plan, design, and construct museum exhibits and displays; paint exhibit backgrounds; sculpt and mold various media in the preparation of exhibit components.
- Assist in the reproduction of graphic materials using photographic and duplicating processes.
- Assign projects to assigned staff, supervising their activities and judging the artistic value of their work.
- Complete production orders with speed and accuracy.
- Ensure order requirements and standards are met.
- Operate various tools and machinery correctly and in a safe manner.
- Assist with day-to-day print production projects and assist with pre-press.
- Work with team members to meet production goals.
- Troubleshoots print problems and takes appropriate corrective action.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Considerable knowledge of the principles, practices, and procedures of the design, layout, and preparation of graphic art work.
- Working knowledge of print production.
- Ability to plan and design displays and exhibits.
- Ability to use a variety of artistic media and methods.
- Ability to work effectively with others.
- Ability to pay attention to detail.

SKILLS

- Digital Designs
- Adobe Illustrator
- Print Design
- Adobe InDesign

- Print Production
- Adobe Photoshop

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Two years of experience as a graphics or commercial artist.

OR

- A high school diploma or possession of a GED certificate.
- Successful completion of a formal, recognized commercial art school.

OR

- A bachelor's degree from an accredited institution of higher education with a major in art, graphic art, or commercial art.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.

PREFERRED QUALIFICATIONS

- Possession of a graphic design portfolio.
- Experience as a pressman.
- Experience with Sanden presses and/or label printing.
- Experience in graphics design or other related fields.
- Experience with Creative Cloud Software: InDesign, Illustrator, & Photoshop.
- Experience using a Mac OS X platform.
- Experience in the signage industry including experience with dimensional signage and large format printing.