

Announcement Date: August 15, 2007

**State of Alabama
Personnel Department
64 North Union Street
P.O. Box 304100
Montgomery, AL 36130-4100
(334) 242-3389
Internet: www.personnel.state.al.us**

GRAPHIC ARTS SPECIALIST - 10314

\$25,956.00 - \$39,456.00*

*This salary will increase by 3.5% effective September 1, 2007

Department: Corrections
Location: Escambia County

TYPE OF EXAMINATION

An **open-competitive** register will be established. Qualified applicants will be evaluated based on their training and experience as shown on their applications. The evaluation of training and experience will comprise 100% of the final grade.

QUALIFICATIONS NEEDED TO APPLY

You must have **all** of the following to qualify:

- High School Diploma or GED
- Four (4) years of graphic arts experience in the skilled operation of composition, pre-press, press and/or bindery equipment.

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.

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.

KIND OF WORK

Graphic Arts Specialists operate the most complex equipment and perform the most difficult graphic arts operations. Employees specialize in one area of graphic arts in the centralized shop, but may perform a variety of tasks in a smaller shop. An employee may manage a small print shop or may train and supervise a small number of employees on a temporary or permanent basis.

HOW TO APPLY

Use an Application for Examination form. You can get the form at this office or at any local Alabama Career Center office. It can also be downloaded from our web site. You must send your application to the State Personnel Department. It must be received by the close of business on **September 5, 2007**. Applications received after this date **WILL NOT BE ACCEPTED**. The names of those who apply late will be put on a mailing list to be notified when this job is again open for applications. The State Personnel Department is not responsible for late receipt of applications due to mail services or fax malfunctions. Photocopied applications are accepted. Facsimile applications are also accepted. Our fax number is (334) 242-1110.

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

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

Except for pre-examination materials provided to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

**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 will 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. 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 to demonstrate your skill level.

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

SKILL LEVEL INDICATORS

- A. I have not performed work in this graphic arts specialty.
- B. I have performed these tasks 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.

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

SIGNATURE _____

DATE _____