



State of Alabama Personnel Department
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www.personnel.alabama.gov

Continuous Announcement

GRAPHIC ARTS TECHNICIAN – 10312

Salary: \$28,514.40 - \$47,839.20
Starting salary upon initial appointment to the merit system may be based on various factors.

Announcement Date: March 25, 2026

JOB INFORMATION

The Graphic Arts Technician is a permanent, full-time position used by various agencies throughout the state. Employees in this class perform skilled technical graphic arts work in the operation of various graphic arts software, high-speed digital image printers, and other print production equipment.

MINIMUM REQUIREMENT(S)

- High school diploma/GED and one (1) year of graphic arts experience to include the operation of graphic arts software, digital printers, and/or related equipment.

OR

- Associate's degree from an approved technical or trade school in graphic design, print technology, visual communications, or closely related field.

ADDITIONAL REQUIREMENT(S)

- If you would like for your education to be considered, you must submit an official college transcript for each accredited* postsecondary academic institution attended. Original transcripts issued to students, photocopies of transcripts, and faxed transcripts will be accepted. Information obtained from the internet will NOT be accepted. Applicants can upload their transcripts when applying online through the Application Portal or attach them to their application when applying by email, mail, or fax. You may also request to have your school, or a third party transcript service, send your transcript directly to the State Personnel Department at transcripts@personnel.alabama.gov. Official transcripts which have been submitted for any state job will remain on file in our system and will not need to be resubmitted. You may call or email the transcripts email to verify.

NOTE(S)

- A person may be considered (selectively certified) based on work experience in one of the specialty areas listed below. The selective certification will be based on information provided by qualified applicants on the reverse side of this announcement.

- Composition
- Reprographics
- Press
- Bindery
- Production Printer

EXAMINATION

- Open-Competitive to all applicants.
- An evaluation of Training and Experience as shown on the application 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, the above address, or any Alabama Career Center Office.
- Apply on-line, by mail, by fax, or by email at apply@personnel.alabama.gov. Applications will be accepted until further notice. 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

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

*Please refer to the back of this announcement for complete information on State Personnel's policy for accepting post-secondary and advanced degrees.

Listed below are some of the technical responsibilities required in the specialties of a Graphic Arts Technician. 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 Technician. All qualified applicants will be placed on the employment register. HOWEVER, IN ORDER TO BE SELECTIVELY CERTIFIED IN A SPECIALTY AREA, YOU MUST COMPLETE THE INFORMATION BELOW. YOU MAY SUBMIT THIS SELECTIVE CERTIFICATION SURVEY BY MAIL, BY FAX, OR BY EMAIL AT APPLY@PERSONNEL.ALABAMA.GOV.

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 this task 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	NUMBER OF MONTHS	TYPE OF EXPERIENCE
1. Composition	_____	_____	Experience operating graphic arts software and composition equipment and/or experience in layout, paste-up, and design
2. Reprographics	_____	_____	Experience in the use of graphic arts scanning, plotting, and preparing digital files using industry-standard software and hardware for layouts, and computer-to-draft (CTD)
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
5. Production Printer	_____	_____	Experience programming and operating a digital production printer

NAME (PLEASE PRINT) _____ SIGNATURE _____ SSN (LAST FOUR) _____ DATE _____

Except for pretest information provided by State Personnel 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 be ineligible for appointment to or employment in a position in State service for a period of five years and, if the person is an officer or employee of the State, will forfeit his or her office or position.

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

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.

State of Alabama Personnel Department

Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1. Specific college coursework required for a job classification, as well as bachelor’s, graduate, postgraduate, and doctoral degrees will be accepted from schools accredited by the Distance Education Accrediting Commission (DEAC) or any of the six regional accreditation associations in the United States listed below:

- Southern Association of Colleges and Schools (SACS)
- Middle States Commission on Higher Education (MSCHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Higher Learning Commission (HLC)
- New England Commission of Higher Education (NECHE)
- Western Association of Schools and Colleges –Senior College and University Commission (WASC-SCUC)

College coursework is defined as credit hours leading to a bachelor’s degree or higher.

2. Coursework or degrees from schools that have not been accredited by one of the above accreditation associations may be accepted if a **regionally accredited school*** considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant’s bachelor’s degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor’s degree). **This must be documented by a letter of acceptance from the regionally accredited school.** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.

*The term “regionally accredited school” refers to an institution of higher education accredited by one of the six regional accreditation associations listed above.