



Philip Murphy
Governor

Sheila Y. Oliver
Lt. Governor

Christine Norbut Beyer, MSW
Commissioner

JOB VACANCY POSTING

POSTING #:	001-21	ISSUE DATE:	January 4, 2021
TITLE:	GRAPHIC ARTIST 1	CLOSING DATE:	January 18, 2021
LOCATION:	Department of Children and Families (DCF) Office of Communications 50 East State Street Trenton, NJ 08625		
POSITIONS:	1	RANGE:	A15
DISTRIBUTION:	STATE-WIDE	SALARY:	\$41,872.33- \$58,805.29

SCOPE OF ELIGIBILITY: Open to employees who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

DEFINITION: Under the close supervision of a supervisor, designs layouts of simple graphic or printed material including brochures, newsletters, forms, reports, leaflets or books; compose mechanicals; assists in organizing graphic arts projects from conception to completion; may evaluate graphic design for style, arrangement, color, technique, and effect; electronically produce a simple finished product for digital and print publication, display or on-line usage; freehand draw graphic material or lettering for title, backgrounds, or other layouts using traditional media or electronic digitizing drawing tools; operate computerized typesetting equipment; does other related duties as required.

Candidate will also design graphic layouts for print, electronically produce event display, online and social media as required.

Good communication required for collaboration with clients and Communication Team to understand the vision and direction of a project.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with an Associate's degree in Graphic Designs or Multimedia.

NOTE: Applicants who do not possess an Associate's degree may substitute a postsecondary certificate of completion of a business or vocational course of study in page layout and/or graphic design software with an emphasis on publishing applications.

EXPERIENCE: One (1) year of experience in work involving graphic arts. Must have a proficiency and experience with the Adobe Creative Suite - specifically Premiere, Photoshop and Lightroom, Illustrator and InDesign.

RESUME NOTE: Eligibility determinations will be based upon information presented on the resume only along with other supporting documents. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one's transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

NOTE: APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY PROMOTIONS ARE MADE.

IMPORTANT NOTICE

RESIDENCY - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

Electronic Filing:

Forward a cover letter, resume and transcripts electronically to:

Job.Posting@dcf.nj.gov

Include the Job Posting # in the subject line of your email.