

# Reprographics Inc.

## Job Description

Job Title: Production Sign Artist

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### **Basic Function**

Responsible for providing creative services to clients to include electronic graphic design and arts.

### **Responsibilities**

1. Analyze computer files received from customers on a daily basis.
2. Instruct and assist customers in developing original and creative work on a daily basis.
3. Scan or digitize information received from customers required.
4. Supply customers with a proof of their image.
5. Assist customers to maximize the cost effectiveness and impact of their graphics arts work.
6. Apply knowledge in computer and computer peripherals operation to include:
  - LAN operation
  - resolution
  - color correction
  - proof generation
  - scanning
7. Exercise discretion and judgement to protect the professional integrity and intellectual property of the customers.
8. Perform other related duties as assigned.

### **Skills**

Oral Communication Skills  
Written Communication Skills  
Computer Literacy  
Customer Service  
Visual Ability  
Manual Dexterity  
Graphic Arts/Design  
Vector Graphic Skills

### **Education/Training**

Degree: Associates Degree

### **Experience**

Prior experience in graphic arts or related field required.



Applicant Information							
Last Name		First		M.I.	Date		
Street Address				Apartment/Unit #			
City		State		ZIP			
Phone		E-mail Address					
Date Available		Social Security No.		Desired Salary			
Position Applied for							
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?			
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain			

Education					
High School		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

References	
Please list three professional references.	
Full Name	Relationship
Company	Phone (    )
Address	
Full Name	Relationship
Company	Phone (    )
Address	
Full Name	Relationship
Company	Phone (    )
Address	

Previous Employment			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Military Service	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

Disclaimer and Signature	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date