



LOS ANGELES POLICE DEPARTMENT
GRAPHICS DESIGNER I
EMERGENCY APPOINTMENT OPPORTUNITY
\$46,709 -- \$ 68,319



The Los Angeles Police Department is seeking to fill a Graphics Designer position in the Office of the Chief of Staff. This position is assigned to the Graphics Unit and works with both sworn and civilian personnel in achieving goals. Since there is no current civil service eligible list, the Police Department is considering making an emergency appointment to this position.

DUTIES:

A Graphics Designer designs, coordinates, and prepares ads, posters, pamphlets, brochures, covers, displays, signs and exhibits for informational, educational, publicity, sales and promotional purposes, and technical and administrative reports and presentations using computer graphics software or by hand; translates statistical and other data into maps, charts, graphs, illustrations, project slides, and other presentation media; or may act as a lead person to employees engaged in these duties.

MINIMUM REQUIREMENTS:

- Two (2) years of full-time paid experience in the graphics design field preparing electronic and printed graphic materials such as display layout design for websites; brochures; descriptive charts; advertising or other publications for commercial or public use; **or**
- A bachelor's degree in Art, Graphic Design or Computer Graphics from a recognized four-year college or university; with at least 12 semester or 18 quarter units in Graphic Design, or Commercial Art; **or**
- Completion of a Certificate Program in Art, Graphic Design or Computer Graphics from a recognized art school accredited by the National Association of Art and Design.

METHOD OF EVALUATING CANDIDATES

Depending on the number of candidates who apply, all applications may be reviewed in order to identify candidates whose past and present work experience is most closely related to the position duties and requirements. Candidates will be selected for an oral interview based on review of their application. Final selection may be based on an oral interview.

The selected candidate will also be subject to a background investigation process and pre-employment medical examination prior to appointment.

HOW TO APPLY

Interested candidates must submit an original City Application, which can be found on <http://per.lacity.org/application.pdf>, AND professional resume. Completed applications and resume must be mailed or delivered to the following address:

**Los Angeles Police Department
Personnel Division-Civilian Employment Section
Attn: Melissa Hamamoto or Deatrice Thomas
100 West First Street, Suite 228, Los Angeles, California 90012**

Please contact Civilian Employment Section at (213) 486-4660 for additional questions.

Filing may close at any time without prior notice when sufficient applications are received.

EMERGENCY APPOINTMENT INFORMATION

Please note that an emergency appointment is a temporary appointment and can last up to one year or less. The emergency appointment will be contingent upon the City's Personnel Department. A regular appointment will be made upon completion of the Civil Service Examination process for Graphics Designer. The successful incumbent for this emergency position will be required to take the examination and obtain a high enough score on the eligibility list.