



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

| <u>TITLE</u>       | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u>  |
|--------------------|--------------|--------------|--------------|
| <b>SIGN WRITER</b> | <b>31</b>    | <b>G</b>     | <b>9.741</b> |

**SERIES CONCEPT**

Under general supervision, Sign Writers lay out and produce specialized highway signs for the Department of Transportation on a statewide basis using computer programs, electronic plotters, measuring and drawing instruments, hand tools, and brushes.

Review work orders to ensure requests for specialized signs such as destination signs, warning signs, and construction signs comply with federal and State standards; plan layout of signs using designs or sketches drafted by the Traffic Design Division, Highway Maintenance Manager or Sign Production Supervisor as a guide; calculate the size and spacing required for the letters, numbers, and designs on the signs.

Read and understand drawing and layout designs; make mathematical calculations necessary for layouts; prepare patterns for specialized designs in preparation for transferring design to the sign blank; use computer programs and electronic plotters to cut out symbols such as recreational and cultural area symbols at the size required to fit designs onto signs; cut designs from reflective sheeting, vinyl or other materials using an electronic plotter or by hand with an X-acto knife; create specialty signs, decals and banners and produce images on inkjet printer.

Maintain work area and equipment in a clean and safe condition; affix letters, numbers, and designs by pressing them on sign blanks with a hand or squeeze roll applicator following the layout and making adjustments to ensure that signs appear visually correct; use die stamp and die to stamp out corner radii; apply border or other required elements; hand paint symbols on sign blanks as necessary.

Provide work direction to sign production shop personnel including training, work assignment, and work review as requested.

Perform related duties as assigned.

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**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:** Three years of experience supervised by a skilled sign writer (such as an apprenticeship program) in sign writing or a related field which included layout work, sketching designs, pattern making, stencil cutting, lettering, and painting symbols and designs; **OR** an equivalent combination of education and experience as described above.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** methods, materials, tools and equipment used in sign writing. **General knowledge of:** sign fabrication and silk-screening methods and procedures. **Ability to:** prepare work orders, requisition supplies, and letter signs; read and understand work orders, manuals regarding highway signs and uniform traffic control devices, and manuals regarding the repair and maintenance of equipment; operate computers and peripheral equipment to gather, store, record, and retrieve information and make layouts for signs along with the aid of an electronic plotter or inkjet printer; take measurements and make mathematical calculations necessary to lay out projects. **Skill in:** sketching designs and symbols and pattern making; preparing layouts and hand lettering; safely operating, maintaining, and repairing the equipment and tools used in sign writing.

**MINIMUM QUALIFICATIONS (cont'd)**

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** sign fabrication and silk-screening methods and procedures; federal and State requirements regarding uniform traffic control devices, standard letters and standard highway signs; agency and division rules, policies and procedures regarding sign production shop operations and safety. **Ability to:** train staff and assign and review work. **Skill in:** applying designs on materials other than metal; silk-screen printing and sign fabrication.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

9.741

ESTABLISHED: 7/1/91P  
REVISED: 11/29/90PC  
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