



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### TAILORS, DRESSMAKERS, AND CUSTOM SEWERS

Class Title	Class Code	Pay Band	Alt Pay Band*
Tailors, Dressmaker, & Custom Sewer-B	V6052B	25	
Tailors, Dressmaker, & Custom Sewer-O	V6052O	25	
Tailors, Dressmaker, & Custom Sewer-A	V6052A	30	

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

#### Occupation Description

Design, make, alter, repair, or fit garments.

#### Nature of Work

Tailors, dressmakers, and custom sewers alter and repair garments in local neighborhood shops, department stores, or dry-cleaning establishments. Alterations may include hemming pants or dresses, and repairs commonly consist of patching or sewing a torn article of clothing. Some workers may be required to make elaborate custom clothing for special occasions or other unique events.

#### Distinguishing Characteristics of Levels

*Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

#### Basic

- Employees in this Role perform simple repairs to cloth items and may aide in the laundry and distribution of such items.

#### Recommended Education and Experience for Full Performance

Eighth grade education

#### Minimum Qualifications

Eighth grade education

#### Operational

- Employees in this Role patch, mend, darn, and repair clothing, sheets, uniforms, linens, and other cloth articles.
- Employees replace buttons, zippers, tie strings, and fasteners.

#### Recommended Education and Experience for Full Performance\*

Eighth grade education

## TAILORS, DRESSMAKERS, AND CUSTOM SEWERS

### Minimum Qualifications

Eighth grade education

### Advanced

- Employees in this Role create clothes, uniforms, linens, and other cloth articles from patterns.
- Employees make more extensive repairs on damaged items; train others in sewing methods; set up the sewing shop; and are responsible for schedules, supplies, and budgets.

### Recommended Education and Experience for Full Performance

Eighth grade education

### Minimum Qualifications

Eighth grade education

### Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

### Knowledge

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**Design** — Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.

**Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

**Mathematics** — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Psychology** — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

### Skills

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Time Management** — Managing one's own time and the time of others.

**Social Perceptiveness** — Being aware of others' reactions and understanding why they react

## TAILORS, DRESSMAKERS, AND CUSTOM SEWERS

as they do.

**Statutory Requirements:** N/A

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions,* and the *recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 07/07/2001                      **Revised:** 09/20/2011

*Note: Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*