

## **PHOTOTYPESETTING TECHNICIAN – LEVEL I**

### **CLASS SUMMARY**

Under general supervision – produces draft and camera ready copy on programmed computerized phototypesetting equipment with associated control functions; performs layout and paste-up of jobs; maintains and updates existing phototypesetting diskette files; performs related duties as required.

### **REPRESENTATIVE DUTIES**

Operates programmed computerized phototypesetting and word processing equipment with associated control functions in producing draft and camera ready copy for catalogs, forms, instructional materials, policy and procedure documents, school newspaper, films, brochures and similar materials of varied format and complexities; in consultation with the author and/or the Phototypesetting Technician – Level II, analyzes copy for production requirements; selects style, size and variety of type; processes phototypeset copy for reproduction; does paste-up and layout of camera ready copy; proofreads and edits copy on phototypesetter and word processing disks; consults with Phototypesetting Technician – Level II on layout; maintains processor to obtain clear photographable images; refiles data to maintain current and accurate disk files; maintains disk files for retrieval; assists in opaquing. Equipment used is an AM Comp Set 3510 Phototypesetter, and IBM Display writer, and an IBM Personal Computer.

### **ORGANIZATIONAL RELATIONSHIPS**

This class reports to the Publications Manager and works with faculty, administrators, other college personnel, and students in determination of publication requirements for copy.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

Any combination of training and/or experience equivalent to specialized training in computerized programmed phototypesetting equipment and one year's experience in typing, including some experience in operating phototypesetting and word processing equipment.

#### **Knowledge and Abilities**

Good Knowledge of: English, spelling, punctuation, hyphenation and grammar.

**PHOTOTYPESETTING TECHNICIAN – LEVEL I (continued)**

Knowledge of: Use, operation, and care of word processing and programmed computerized phototypesetting equipment; form, design and layout techniques; formats, spacing, and readability of printed documents.

Ability to: Operate and maintain word processing and programmed computerized phototypesetting equipment; type statistical and bi-lingual materials; follow oral and written instructions; establish and maintain effective relationships with faculty, administrators, other college personnel and students; layout and paste-up of job; determine most effective method for achieving desired copy results; learn to operate bindery equipment such as collator.

Skills: Type 60 words per minute.