

PRINTING PHOTOTYPESETTER II

This is advanced, skilled work in the operation of electronic phototypesetting equipment. Employees operate equipment independently in setting type to be printed into complex statistical tables, charts, graphs, books, letterheads, brochures, booklets, forms, notices, or other similar printed material. Work includes the most complex assignments with a wide variety and scope of projects to be set into print. Employees operate a machine with a keyboard and CRT similar to a computer, but with many more keys to perform special codings and graphic arts printing functions for an analog or digital phototypesetter output device. The system is loaded and controlled by the use of five or eight inch floppy disks. Employees operate a photoprocessor device that develops rough copy from the output device to be carried to the layout or camera section. Work involves operating the input device the majority of the time. Work may involve training new employees and/or functioning as lead operator. Work is performed under general supervision and is evaluated by examination of materials for quality of work in terms of format, size, and style of print and appearance. Employees may perform other duties as required.

I. DIFFICULTY OF WORK:

Complexity of Work - Employees perform a wide variety of tasks necessary in setting type to produce the most complex assignments such as statistical tables, sophisticated charts and graphs and similar materials requiring intricate coding and knowledge of the entire printing process.

Intricacy of Work - Employees code into the input unit standard and specialized line justification, margins, spacing, letter style and size, formats and any other information necessary to obtain a high degree of accurate output.

Controls Over Work - Employees receive work in written and oral form with general instructions. Employees independently develop the end product. Work is reviewed upon completion for adherence to instructions and appearance. The customer typically reviews the final draft for any modifications or revisions.

Judgmental Demands - Employees determine space needed, location, and format for materials to be printed; determine fonts for the size and style of print; and determine the exactness and acceptability of their product, although the customer has the final approval. As finished products are more intricate, decisions required in layout are more frequent and more variables must be considered in making each decision.

II. RESPONSIBILITY

Potential - Potential exists to waste time and specialized phototypesetting paper if incorrect codings are entered into the input device or stored codings are accidentally erased. Potential exists to destroy rough copy from the output device by not properly mixing the developing solutions in the photoprocessing device.

Care and Attention - Employees must continually monitor their terminal to avoid improper coding, formatting, and spacing. As finished products are more intricate, greater care must be exercised in layout to prevent errors. Close attention must be given when mixing chemicals for developer.

III. PHYSICAL EFFORT:

Intensity of Effort - Employees sit to operate the input device with moderate hand and arm work. Employees must stoop and bend while operating the photoprocessor.

Frequency and Duration - The majority of the work is done while sitting for long periods of time; work requires continuous hand-eye coordination.

IV. WORK SURROUNDINGS AND HAZARDS:

Worker Surroundings - Employees are typically in an office-type environment separated from the press operation.

Hazardous Conditions - Employees are negligibly affected by hazardous conditions.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of and demonstrated skill in the operation of electronic phototypesetting equipment used for printing complex and intricate material; considerable knowledge of the basic principles and fundamentals of lithographic printing operations; considerable knowledge of graphic arts, printing terminology, letter styles and sizes, and printing measurements; ability to understand and effectively follow oral and written instructions.

Minimum Education and Experience - Graduation from high school and three years of phototypesetting experience or completion of a one-year course in graphic arts phototypesetting and two years of experience; or an equivalent combination of education and experience.

Administering the Class - Employees not meeting the minimum standards may be employed as a Printing Apprentice.