

COPY FINISHER

Code No: 920032

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a skilled position in the printing field responsible for utilizing proper techniques and good judgment in photolithography, layout and offset platemaking. The employee receives general supervision from the supervisor of the print shop. Supervision may be exercised over subordinate print shop employees. Does related work as required.

TYPICAL WORK ACTIVITIES (All need not be performed in a given position. Other related activities may be performed although not listed):

Assembles negatives on flats according to press specifications;

Burns images bearing part of the negative on an offset plate according to press specifications;

Prepares tray development of line negatives and half-tones;

Prepares negative finishing for plate development;

Arranges pages and color separations required for proper printing and finishing;

Maintains proper care of film materials, storage of chemicals and the darkroom;

Participates in occasional presswork;

Operates cold-type composition machines;

Communicates with co-workers coordinating jobs;

Provides project leadership.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of photolithography; good knowledge of negative finishing; working knowledge of press work; skill in the use and maintenance of darkroom equipment and cameras; skill in the use of drafting tools; ability to operate cold-type composition machines; ability to understand and carry out oral and written directions; ability to make independent decisions regularly; good aesthetic judgment; expertise; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma, plus, EITHER:

- (A) Three (3) years of paid full-time or its part-time equivalent press experience, one (1) year of which shall have included stripping and offset platemaking; OR,
- (B) Two (2) years (60 credit hours) of college level training in graphic arts or printing, plus one

(1) year of paid full-time or its part-time equivalent experience involving stripping and offset platemaking; OR,

- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: July 24, 1986