

## COPY PROCESSING TECHNICIAN

Code No: 6-19-074

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a technically skilled position responsible for utilizing various printing and graphic arts techniques to produce a broad spectrum of visual media for a large school district. The employee receives direct supervision from the Supervisor of Print Shop. Does related work as required for a large school district.

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

Creates original charts, posters and illustrations as directed;

Designs pamphlets, brochures, calendars, booklets, newsletters and forms;

Inputs multi-lingual text on equipment such as headliners and PC's;

Produces photo-mechanical drawings and illustrations using Vertical Stat camera;

Air brushes photos and illustrations;

Imposes and lays out camera-ready mechanicals;

Produces multi-color materials using color, ink pigments and paper;

Communicates with patrons either in person or on the telephone to discuss projects.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles and practices of graphic arts and printing trades; good knowledge of web and sheet fed offset lithography and silk screen technology; good knowledge of page design and spatial relationships; ability to create original artwork while maintaining reasonable costs; ability to operate a variety of standard printshop equipment; ability to layout camera-ready mechanicals; patience; initiative; adaptability; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus:

- (A) Two (2) years full-time or its part-time or volunteer equivalent experience as a graphic artist, or similar occupation; OR,
- (B) Possession of an Associate's degree in Commercial or Graphic Arts or Printing or a related field; OR,
- (C) Any equivalent combination of training and experience as defined by (A) and (B) above

sufficient to indicate ability to do the work.

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.

ADOPTED: October 24, 1985