

PHOTOTYPESETTING MACHINE OPERATOR

Code No.: 5-16-025

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible technical position involving the operation of phototypesetting equipment for the preparation of written material into high quality, camera-ready copy for offset duplication. The work is performed under general supervision of a senior level staff member. May exercise supervision 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):

Typesets and edits copy, coding and keyboarding phototypesetting equipment for type style, spacing, margins, tabular columns and text;

Determines document format, style and size of type;

Proofreads copy for grammar, punctuation, sense, etc.;

Cuts, pastes and rules copy in preparation of photo offset process;

Maintains computer diskettes and paste-up copy file;

Maintains related supplies;

Consults with staff and personnel to determine printing requirements and clarify typesetting requests;

Provides project leadership.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of phototypesetting procedures and methods; good knowledge of form, document and copy layout; good knowledge of English grammar, usage and punctuation; working knowledge of printing methods; working knowledge of graphic layout; ability to keyboard 35 words per minute; ability to proofread and edit for proper English usage, grammar and punctuation; ability to follow oral and written instructions; accuracy; 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) One (1) year of paid full-time or its part-time equivalent experience in the operation of phototypesetting equipment; OR,
- (B) Completion of one (1) year in a vocational training program, or three (3) years of

secondary level vocational courses, in the operation of phototypesetting equipment; OR,

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

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: June 16, 1986