

PHOTOTYPESETTING MACHINE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsibility to operate a phototypesetting composing machine used in the composition, design, and layout of plates for offset duplication. Additionally, the incumbent operates auxiliary equipment related to the printing process when conditions dictate. The work is performed under the general supervision of the Printing Supervisor with leeway allowed for exercise of independent judgement in carrying out details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans layout and determines spacing, size, and style of type to be used in preparing neat and accurate materials on a composing machine;
Operates a composing machine in the design, layout and photography process of making plates for the offset duplication;
Proofreads completed copy prepared on the composing machine and corrects errors as required;
Cuts and pastes tapes and lettering strips and makes composites of printed or previously prepared materials as necessary to lay out assignment or reproduction;
Keeps records of time and materials in layout preparation;
Develops negatives and PMT's for use in the printing process;
Answers incoming telephone calls, takes verbal orders for printing including last minute additions or deletions, and answers questions related to composing machine layout, design, and finished product;
Produces composer prepared proofs as requested for job quotations;
Prepares plates by photographic process and strips negatives to be used in offset printing machines;
Types statistical tabulations, vouchers, reports and other materials;
Operates composer in preparation of headings, justifications, spacing, ruling, centering, and column format to complete a variety of copy;
Corrects spelling, punctuation and/or grammatical errors in copy;
Operates enlarging and reducing equipment to make plates for printing;
Proofreads copy before processing for printing;
Works with clients in the design and layout of composing jobs;
Operates auxiliary binding equipment as assigned, when not engaged in composition related tasks.

continued...

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college with an Associate's Degree in printing, graphic arts technology, advertising design with an emphasis on production; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma, **AND** two (2) years of experience in the operation of composing and binding equipment; **OR**
- (C) Four (4) years of experience, as outlined in (B) above; **OR**
- (D) An equivalent combination of training and experience, as defined by the limits of (A) through (C) above.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.