

## **PRINTING ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in a school district and primarily involves responsibility to get material press ready for printing by using photographic and related equipment. Additionally, an incumbent develops negatives and prepares printing plates using a variety of techniques. Employees in this class may occasionally aid in completing printing work orders by operating folding, binding, and printing equipment. The work is performed under supervision of the Printing Supervisor, with leeway allowed for exercise of independent judgment in carrying out technical details of the work. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Plans, lays out, and prepares printing plates by cleaning, drying, and sensitizing metal plates or presensitized masters;

Dries and processes photographic negatives by positioning to predetermined format and blocking out flaws with opaque material prior to reproduction on the printing press;

Cleans and maintains photographic and dark room equipment including camera, film process driers, and related equipment;

Aligns a series of negatives to accomplish colored plate effects;

Burns negatives onto printing plates and develops plates using chemical processes;

Establishes and maintains a filing system of camera negatives for quick access to repeat printing orders or as reference to insert changed material;

Pastes up materials for dark room or E-stat plates;

Prepares material for printing presses by shooting line and half tone negatives or PMT's judging the best exposure and calibrating the camera accordingly, processes, and dries negatives;

Strips negatives by positioning on flat to predetermined format and blocks out flaws with opaque material prior to production of sensitized plates for printing presses;

Strips negatives on a series of flats to accomplish two or more color work;

Maintains a filing system on camera negatives for quick access to repeat printing orders or as a reference to insert changed material;

Assists supervisor in expediting jobs, works with the supervisor in assisting district personnel in selecting materials and processes to best meet the district's needs;

Keeps apprised of the status of work in the shop and with billing, quoting, and supply ordering procedures;

Maintains equipment used in cleaning and changing chemicals used in the photographic process;

Orders and maintains photographic and dark room supplies and equipment;

Prepares a variety of records and reports related to the work;

May assist in the operation of printing presses, folding, cutting or bindery equipment as needed.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of the principles and practices of photography related to preparing negatives used in offset printing; good knowledge of modern dark room techniques in developing various types of film and printing plates; working knowledge of the operation, care, and maintenance of graphics darkroom cameras used to prepare negatives and plates for printing; ability to operate a still camera; ability to make reductions and enlargements using photographic equipment; ability to mix chemicals for developing photographic negatives; ability to order and maintain an inventory of photographic supplies and equipment; ability to enlarge or reduce documents by photographic method; ability to mix developer and fixative chemicals for film processing; manual dexterity.

**MINIMUM QUALIFICATION:** Either:

- (A) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in photographic technology, photography, graphic arts, printing technology or a closely related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree and one (1) year of experience in the printing "pre-press" field, this includes: graphics darkroom camera, stripping flats and platemaking; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma, **AND** three (3) years of experience as stated in (B) above; **OR**
- (D) Five (5) years of experience as stated in (B) above.

**NOTE:** Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.