

DESCRIPTION: Under general supervision, performs skilled work in a print shop preparing submitted print jobs for printing and producing metal and polyester plates; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Enters, stores, and retrieves information on computer-aided equipment using a variety of publishing software; creates electronic templates.

Reviews printing requisitions; consults with customer and Print Shop staff; revises existing jobs by adjusting text, color and layout as needed.

Reviews submitted layout, proofreads for grammatical errors, style and typeface to conform with job requirements.

Design, create and format original print jobs; create and submit proofs for customers.

Operates and maintains digital plate-making equipment that converts electronic data to plates; produce and process polyester and metal plates.

Adjusts and cleans equipment, performs minor repairs.

Calculate material and labor costs; enter data in billing and inventory sheets.

Print jobs and/or color proofs on digital color printers.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed at entry level to perform the work assigned.)

Knowledge of: the various phases of the printing process; printing platemaking and graphic design techniques; basic math principles; color management; page layout.

Ability to: scan files; create/edit graphics; enhance/manipulate photographs; operate software; tolerate eyestrain resulting from working at a computer workstation/monitor; perform well under pressure of production deadlines; work with irritating chemicals; stand for extended periods of time.

Skill in: using desk top and publishing software, color digital printing/proofing equipment.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

A certificate or associates degree in graphic design, prepress or related area and/or experience performing prepress functions.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Some positions may require experience with industry specific or desktop publishing software necessary for the prepress process.