



## Graphic Arts/Computer Typesetter

| Class Code | FLSA Status | EEO Category               | Represented Status | Salary Grade | Effective Date | Resolution # | Pages  |
|------------|-------------|----------------------------|--------------------|--------------|----------------|--------------|--------|
| 638        | Non-exempt  | 6 - Administrative Support | ATU                | N/A          | 03/25/1998     | 1045         | 1 of 1 |

**DEFINITION:** Under immediate supervision of the Print Shop Supervisor, performs entry level work in graphics/computer typesetting. This class operates desk top publishing hardware and software to design, typeset, and proofread bus schedules, forms, newsletters, posters, flyers, and other District media. Performs other related duties as assigned.

**EXAMPLES OF DUTIES/FUNCTIONS:** Examples of duties/functions may include, but are not limited to, the following:

- design and typeset bus schedules, forms, newsletters, posters, flyers, and other District printed materials;
- perform layout and paste-up of typesetting materials using a Macintosh or similar computer with extensive typesetting programs;
- prepare type and produce computer click art graphics;
- create and copy graphics from click art;
- create type format and perform color separation;
- operate computerized desktop and dark room equipment;
- prepare camera-ready artwork for print shop production;
- compose and design various types of forms, charts, brochures, posters, etc.;
- maintain accurate production records;
- distribute finished products to appropriate District personnel;
- maintain positive working relationships with District employees and the public using principles of good customer service.

### **MINIMUM QUALIFICATIONS:**

**Knowledge Of:** Modern office procedures and methods; Macintosh or similar computer programs inclusive of word processing, desktop design, publication, graphics design, spreadsheets and databases; reproduction processes and techniques associated with publications and visual presentations; equipment, tools and materials used in computer typeset and print shop operations; principles, practices and procedures of computer typesetting, layout, color separations and design; English usage, spelling, grammar and punctuation; principles and practices of work safety.

**Ability To:** Work with a variety of typesetting processes including typesetting, layout, color separations and design of forms, posters, bus schedules, flyers, brochures, etc.; communicate clearly and concisely both orally and in writing; analyze situations quickly and objectively to determine proper course of action; design and create art work; operate graphic process camera/Image-Setter; type accurately on a computer keyboard at the rate of 45 words per minute; perform stripping, plate making, copy machine Docutech, and general bindery work; know and understand operations, interpret work orders, and explain jobs to other employees; communicate clearly and concisely both orally and in writing; intermittently sit while reviewing or preparing work orders or typesetting; perform simple and power grasping and fine manipulations of forms; establish and maintain effective working relationships with those contacted in the course of work.

**Education/Training:** Equivalent to graduation from high school.

**Experience:** One year of work experience in the operation of a Macintosh computer and use of professional typesetting, desktop, graphics design computer programs, and a graphics process camera.

**License/Certification:** None