

## **PHOTOTYPESETTER**

### **NATURE OF WORK**

This is skilled work in the operation of phototypesetting and electronic publishing systems and related equipment.

Work involves the operation of phototypesetting and electronic publishing systems in the preparation of a wide variety of materials for printing. Work also includes the use of drafting techniques and instruments in the insertion and/or preparation of charts, graphs, forms and diagrams. Work is planned in accordance with the general instructions given by the originator and by review of the request to determine acceptable style, size and format. Work is performed under the general supervision of the technical supervisor and is reviewed through observation of completed assignments.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Operates phototypesetting and electronic publishing systems in the preparation of a wide variety of materials for printing.

Reviews text, forms, charts, photographs and various other types of material submitted to form mental image of the layout of the completed product.

Applies the knowledge of the operating capabilities of the phototypesetting and electronic publishing systems to code and copymark material for reproduction, which involves substantial use of mathematics or scientific symbols, foreign language, text in combination with other material, various indentations of photographs, diagrams, and miscellaneous insertions.

Plans the layout in page, book or other form; determines the page size, type sizes and styles, horizontal and vertical space requirements, computation and consideration of the amount of enlargement or reduction to be made and the effect upon the finished product.

Determines various codes and justifications and adjusts the selected equipment; e.g., margin widths, vertical spacing, placement of headings and footnotes, paragraph spacing, insertions, envisioning the many aspects of proper printing practices to achieve a balanced proportion.

Selects and installs diskettes; operates the machine to product master copy and proofreads; composes and strips in corrections and author's alterations on reproducible master copy.

Transfers and updates diskettes that are kept on file for special projects.

Sets up phototypesetting and electronic publishing systems to communicate with and receive material transmitted from word processing equipment.

May instruct subordinate employees in the operation of phototypesetting and electronic publishing systems.

Performs related work as required.

## **REQUIREMENTS OF WORK**

Experience in the operation of phototypesetting and electronic publishing systems; graduation from high school supplemented by courses in business education and typing; graduation from high school supplemented by courses in business education and typing and the successful completion of the university training program; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Knowledge of the operating capabilities of phototypesetting and electronic publishing systems.

Knowledge of business English, spelling, punctuation and arithmetic.

Knowledge of general office practices and procedures.

Ability to exercise considerable judgment and imagination in planning layout of copy.

Ability to compute and apply a variety of information from various instructional charts.

Ability to produce prestige quality copy under conditions of pressure and subject to frequent interruptions.

Ability to select, compute and apply a variety of information from instructional and comparison charts.

Ability to work independently.

Ability to use systems in the drawing of charts, boxes, tables and diagrams.

Ability to establish and maintain effective working relationships.

Skill in the operation of phototypesetting and electronic publishing systems at an established proficiency level.

Skill in the application of a full range of phototypesetting and electronic publishing methods, techniques and practices.

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**Confirmed: 2004.01.05**