

TYPESETTER

KIND OF WORK

Office/clerical typesetting work.

NATURE AND PURPOSE

Under general supervision, operates phototypesetting equipment and may prepare final paste-up to produce camera ready copy for printing on an offset press; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Plans layout and programs machine for the correct typesize, leading, justification, column width and other printing measures necessary to fit copy using customer specifications, knowledge of printing measurements and reduction wheels.

Inputs codes and type to produce camera ready copy for brochures, forms, reports, newsletters and other printed materials using customer specifications and judgment as necessary.

Sets up and maintains a filing system of printed jobs stored on disk for easy retrieval.

Operates film or paper processor to obtain copy image on phototypesetting paper.

Prepares final paste-up of copy using a waxer, light table and miscellaneous keylining equipment.

Completes forms to record time and materials for billing and production purposes.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Business English, spelling and punctuation sufficient to correct errors in original copy.

Typefaces and their applications sufficient to prepare legible, well designed copy.

Printer's units of measurement sufficient to fit copy to meet customer specifications.

Printing procedures and practices.

Ability to:

Operate and maintain phototypesetting and supportive equipment sufficient to prepare camera ready according to customer specifications.

Operate supportive equipment such as waxer, headliner, and miscellaneous keylining equipment sufficient to prepare final paste-up.

Understand and follow complex written and oral instructions.

Establish and maintain effective working relationships with clientele.

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Former Title(s): Typesetter 2