

PREPRESS SERVICES TECHNICIAN**Nature of Work**

Under general supervision, at the full-performance level, performs highly skilled prepress work in one or more of the following specialized areas: electronic publishing, phototypesetting, stripping of negatives, platemaking, and process camera operation. This work requires a comprehensive understanding of prepress area functions. Desired results are reviewed for confirmation with instruction, but technical aspects and the exact method of accomplishing objectives are left to the employee. Performs related work as required.

Examples of Work

Lays out and pastes up of forms, brochures, letterheads and other assorted documents.

Positions/strips developed photographic negative film and mounts it for use in preparing offset printing plates.

Exposes negative materials to a light sensitive offset plate to produce positive images for use in offset reproduction.

Negatively photographs positive material for offset reproduction.

Knowledge, Skills, and Abilities

Knowledge of standard practices of composing machine layout, design, and copyfitting as related to forms and publications.

Knowledge of type styles and sizes, printers terms, measurements, and standard practices.

Knowledge of the operation and maintenance of process cameras.

Knowledge of films filters, screens and developers.

Knowledge of the techniques of offset press operation.

Skill in paste-up of all types of forms, books, booklets, and brochures, including process and spot color (stripping and platemaking).

Ability to opaque, mask, and position/strip offset negatives for all types of offset presses.

Ability to follow oral and written orders.

Minimum Qualifications

TRAINING Education equivalent to graduation from a standard four-year high school.

SUBSTITUTION Two years of full-time or equivalent part-time paid experience as described below may be substituted for the required training.

EXPERIENCE Four years of full-time or equivalent part-time paid experience in the area of printing services including experience in one or more of the following areas: electronic publishing, phototypesetting, stripping of negatives, platemaking and process camera operation.

SUBSTITUTION An associate degree in a field related to the aforementioned areas, and two years of experience in any of these areas may substitute for the required experience.

Established: 12/1/91

Effective: 12/1/91