

TYPESSETTING EQUIPMENT OPERATOR

DEFINITION: Under general supervision, performs work of moderate difficulty in preparing, operating and maintaining typesetting equipment; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Receives and reviews customer copy (magnetic tape, computer disc or hard copy form) and work orders to determine type style, size required and page formatting; performs electronic, mechanical or manual typesetting; keys in directions for formatting, type size and style; keys in copy received from customer; interprets copy edit marks on original and keys in corrections, as required; may create computer graphic or digitize graphic to place into document; keys in direction for type style changes, footnotes, or other special requirements; plans each page to accommodate required borders, printing fold and binder edges; prints copy using appropriate typesetter.

Proofs printed copy for errors and makes corrections; cuts, pastes or other layout operations to put copy in correct form; forwards completed setups or proofs to press room for press run or customer for approval; maintains records of all work completed on work orders; may perform routine maintenance and repair of equipment; changes chemicals and solutions in photo processing equipment; communicates with press, plateroom and bindery to coordinate and adjust typesetting to needs or limitations of other operations; may assist in changing tapes, discs, or printer rolls, or developing copy; may provide price quotes and billing for related services.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of newspaper typesetting methods, practices and procedures.

Knowledge of desktop publishing software applications.

Knowledge of computer hardware, software and peripherals.

Knowledge of customer service/public relations methods and practices.

Knowledge of general office practices and procedures.

Skill in accurately and timely typesetting to meet printing deadlines.

Skill utilizing verbal and written communication in receiving and setting up advertisement.

Skill in accurate and timely data entry of newspaper articles and advertisements.

Skill in utilizing customer service and public relations techniques responding to inquiries and complaints.

Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires attention to detail and extensive computer keyboarding in order to meet established deadlines.

MINIMUM QUALIFICATIONS: A high school diploma or GED; supplemented by advanced computer data entry and typesetting training; and two (2) years of typesetting experience in a newspaper environment; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.