

Printer Apprentice-Electronic Photocomposition

Job Code	Job Title	Pay Grade
3811N1	Printer Apprentice-Electronic Photocomposition	(See Index)

CONCEPT:

This is entry level work as a printer apprentice assigned to the computerized photocomposition system in the composing room of the State Division of Printing. Work involves learning the operation of computerized equipment in the formatting and photocomposition of a variety of printed material. Under close supervision, work includes writing formats, inputting, marking and editing material to be printed, and operating photocomposition and film processing equipment. Work may also include learning the operation and the performance of duties such as composition, typesetting, job makeup and correction of proofs. Work is performed under the immediate direction of a skilled printer and is reviewed for conformance to prescribed procedures and techniques while in progress and upon completion.

TASKS:

- Under close supervision and on a training basis:
- Writes and corrects original formats for inputting typesetting commands to computerized photocomposition system.
- Operates line printers, computerized composition devices and optical scanners for the purpose of inputting and editing material into the computer.
- Operates computerized photocomposition equipment, producing type on photo sensitive paper or film, either on line from computer or via coded magnetic tape. Mixes chemical for and operates automatic film processor.
- May makeup jobs, set typed, make up job and book forms, read and correct gallery proofs, job, and page proofs, and perform pasteup composition.

LEVELS OF WORK

- Class Group consists of one class.

Minimum Requirement:

High school diploma or equivalent.

REF: 12/13