

Prepress Technician

Job Code	Job Title	Pay Grade
3864N1	Prepress Technician	MOA

CONCEPT:

Performs a variety of tasks involved with transforming text and pictures into finished pages and making printing plates of the pages. Tasks can involve a variety of unrelated processes and may require deviating from standard procedures. These tasks include layout, making corrections, proofreading, digital plate processing, prepress stripping, and troubleshooting, fixing and preparing client files using "desk top publishing" and "digital imaging" software and "digital plate burning" hardware.

TASKS:

- Operates Unix system and PC software to create and edit files, page make-up, batch pagination, and output to proofing devices.
- Plans job and creates page layouts and dummies using computer software with proper pagination, trims, press/gripper margins, lip, bleed and other special press and binding requirements.
- Processes print jobs using preflight software applications prior to being placed in production to eliminate issues with type fonts, layout and inaccurate color files.
- Proofreads for grammatical errors, punctuation, spelling, style and typeface to conform to specified job requirements.
- Enters, positions, and alters text size, using computers, or a proportionate scale to make up and arrange pages so that printed materials can be produced.
- Reviews materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding.
- Measures dimensions, spacing, and positioning of page elements (copy and illustrations) in order to verify conformance to specifications, using printer's ruler and proportionate wheel.
- Files and stores completed documents on computer and/or maintain a computer filing system to store, retrieve, update and delete documents.
- Examines soft and hard proofs for correct imaging of data.
- Exposes negatives to light in order to transfer images onto plates.
- Operates and maintains digital plate-making equipment that converts electronic data to plates without the use of film.
- Operates and maintains plate processor used to develop and gum offset plates, file plates and negatives.
- Uses "digital imaging" software to create flat layouts.
- Examines exposed and unexposed digital plates to detect flaws or foreign particles prior to printing.
- Checks plates prepared on digital plate-making equipment for type font problems, imaging of graphics, correct color separation, trapping issues, overprint of text, and bleed.
- Applies proper chemical-based developing solutions to plates.

PROFICIENCY LEVELS

BASIC: This proficiency level requires limited experience and knowledge. The employee's responsibility is limited in complexity, problem solving, and accountability in a defined area; the employee performs standardized work procedures and learns routine aspects of job from experienced colleagues. The work assigned provides the foundation for learning and development to progress to a higher level of proficiency to perform a wide variety of work in a given specialty of composing or plate-making which requires more judgment and broader knowledge, concepts and principles in performing assigned tasks.

Pay Grade: MOA

Minimum Requirements: High School Diploma or equivalent and completion of a basic graphic art course (minimum of nine weeks) with introduction to Word, Excel, Photoshop, Illustrator, InDesign and/or Pagemaker.

SPECIALITY: This proficiency level requires advanced understanding and knowledge in composing or plate making to perform standard or non-standard operating procedures independently. The employee is proficient in one major aspect of prepress operations and continues to receive an expanded range of assignments in a development capacity on more complex or specialized functions in composing and plate-making.

Pay Grade: MOA

Minimum Requirements: High School Diploma or equivalent and successful completion of a two year Prepress Technician Apprenticeship in composing or plate making or two years of experience in composing or plate making in a large commercial print shop operation.

MASTERY: This proficiency level requires seasoned experience and knowledge in the application of extensive and complex, standard and non-standard procedures to a range of problems. The employee performs independently diversified work procedures and has expertise in all aspects of prepress functions.

Pay Grade: MOA

Minimum Requirements: High School Diploma or equivalent and successful completion of a four year Prepress Technician Apprenticeship or four years of experience in prepress operations in a large commercial print shop operation.

NC: 03/09
REF: 12/13