

Code: 0691
Administrative Service
Clerical, Accounting and General Office Group
Office Machine Operation Series

CLASS TITLE: Reprographics Technician IV

CHARACTERISTICS OF THE CLASS: Under direction, performs work of considerable difficulty in operating and maintaining computerized typesetting equipment; and performs related duties as required.

ESSENTIAL DUTIES: Operates and maintains typesetting equipment; typesets forms, brochures, business cards, letters, tables and other publications requested by City departments; decides format and parameters to be used; keys in text and produces accurate typed galleys for printed pieces in both English and Spanish; reads and interprets both artists' specifications and proofreaders' marks; keys in any necessary changes and corrections to the galley; operates photo-typesetter film processor; formats and inputs codes in computer in order to manipulate type size, style and line length of finished product; proofreads and edits material as needed or requested.

RELATED DUTIES: Cleans and maintains typesetting equipment; maintains a log of typesetting requests; may supervise and evaluate the work of lower-level technicians.

MINIMUM QUALIFICATIONS:

Training and Experience. Three years of progressively responsible typesetting experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Considerable knowledge of typesetting techniques and methods. Considerable knowledge of computerized typesetting equipment. Some knowledge of departmental rules, regulations and guidelines.

Ability to operate and maintain computerized typesetting equipment. Ability to solve simple mathematical problems. Ability to type a minimum of 50 words per minute. Ability to follow oral and written instructions.

Considerable skill in operating computerized typesetting equipment. Considerable skill in maintaining typesetting equipment. Considerable oral and written communication skills in English and Spanish.

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CLASS TITLE: **Reprographics Technician IV** (Cont'd)

Physical Requirements. Must be able to occasionally lift and carry up to 10 lbs. Requires the ability to continuously sit and occasionally stand and walk. Requires the continuous use of fingers and limbs.

Working Conditions. General office or equivalent environment.

Equipment. Computerized typesetting equipment and general office.

NOTE: While the list of essential functions is intended to be as inclusive as possible, there may be other functions which are essential to particular positions within the class.

January, 1994