NEW AUG 0 2 1977

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Printing Technician 1	CODE: 52721C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under direct supervision from print shop supervisory personnel, operates equipment to proof & set type; does aste-up & layout of jobs; maintains records;

PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	52-72	Operates print shop equipment to proof & set type (e.g., magnetic tape composer & recorder, headliner, keyboard veritype, typesetter, photosetter, etc.) & to perform related tasks (e.g., collator, folder, jogger, stitcher, waxer, etc.); provides basic machine maintenance.	Knowledge of (1) office practices & procedures*; skill in (2) operation of print shop equipment other than printing machine ability to (3) carry out a variety of instructions in written, oral, or picture form, (4) copy material from one record to another, (5) cooperate with co-workers in group projects, (6) demonstrate skill in use of hands.
2	13-33	Does routine paste-up & layout of printing jobs, including basic art work.	Knowledge of 1*; ability to 3, 6.
3	6-16	Performs clerical tasks (e.g., maintains job records; answers phone to provide routine information; handles mail; sorts & assembles jobs; files; accepts & delivers jobs; stocks supplies & does inventory, etc.).	Knowledge of 1*, ability to 4, 5, (7) answer routine inquiries.
4	0-9	May operate basic duplicating equipment for production work.	Knowledge of 1*; skill in (8) operation of duplicating equipment.

(451)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:
vertime may be required to handle luctuating work load.		none