

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	CLASSIFICATION SERIES: Typesetting Technician	SERIES NO.: 5272
	MAJOR AGENCIES: ATTORNEY GENERAL ONLY	EFFECT. DATE: 01/01/1980

SERIES PURPOSE:

The purpose of the typesetting technician occupation is to compose camera ready copy of departmental material using typesetting equipment.

This series does not include word processing specialists, data entry operators, office assistants or secretarial classes.

CLASS TITLE:

Typesetting Technician

CLASS NUMBER:

52721

EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

01/13/1991

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of typesetting procedures & techniques in order to compose camera ready copy of departmental material using typesetting equipment.

CLASS TITLE: Typesetting Technician	CLASS NO.: 52721	BARG. UNITS: 045
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EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

01/13/1991

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

Operates typesetting equipment & software to compose camera ready copy of departmental material (e.g., newsletters, statistical reports, geological reports, posters, certificates, brochures), recommends to departmental supervisors appropriate type size & style, estimates length of time required for production & review completed work for format & grammatical errors.

Performs paste-up & layout of printing jobs; inserts graphs, charts & half-tones into allotted space of typeset page & prepares printer's dummy/mock-up of camera ready material; operates auxiliary typesetting & layout utensils (e.g., processor, printer, waxer, exacto knife) to aid in producing jobs; calligraphies names on certificates.

Maintains inventory of chemicals & paper needed for production; orders supplies for typesetting equipment; maintains job index files for reference; accepts & delivers jobs; performs routine maintenance of typesetting equipment (e.g., changes processor chemicals, replaces water filter, monitors temperature control of processor) & makes service call when equipment malfunctions.

MAJOR WORKER CHARACTERISTICS:

Knowledge of typesetting; office practices & procedures*; layout & design procedures & techniques*. Skill in operation of typesetting equipment; operation of auxiliary typesetting equipment & layout utensils (e.g., processor, printer, waxer, exacto knife). Ability to demonstrate dexterity & use hands skillfully; proofread written material for format & grammatical errors; carry out variety of instructions in written, oral or picture form.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

6 mos. trg. or 6 mos. exp. in typesetting.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to chemical fumes & sharp utensils.