



Desktop Publishing Technician

Category: Classified
Pay Grade: C20
Job Code: 18630

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs skilled technical work operating a computerized desktop publishing system and associated peripheral equipment; creates and produces quality copies of numerous official documents for public and private use.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Operates computerized desktop publishing system to input, edit, and customize documents;
- Electronically creates, designs, views, and edits material prior to generating a hard copy or electronic file;
- Prepares raw excel files for use with Variable Data Printing, sets up proper address formats using the USPS standards, and uses Variable Data Printing to set jobs up for inline numbering and other personalization such as changing graphics;
- Performs photo manipulation and color correcting and makes other photo alterations;
- Uses a computer system and desktop scanner for spot or process color separations;
- Advises using department on document composition, design, and layout;
- Maintains corresponding files management, electronic and hard copy archives, and job tracking system;
- Performs basic record keeping functions to include work performed, work distributed, materials used, and associated costs;
- Diagnoses and investigates equipment or software problems, performs routine cleaning and maintenance of equipment, and maintains proper inventory of supplies used;
- Assists in training on various new software;
- May review customer supplied files for changes, corrections, redesign, or make adjustments to facilitate information/data flow;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Two (2) years of experience in the operation and maintenance of computerized publishing equipment; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of typesetting practices and procedures;

- Knowledge of a computerized electronic publishing equipment to include DOS programs, coding, disk initialization, and document scanning;
- Knowledge of most current Windows Operating Systems with various software applications to include Quark XPress, Adobe Illustrator, Photoshop, and Omnipage;
- Knowledge of photo development, composition, layout, paste-up, design, and graphics;
- Knowledge of file management, scheduling, and photographic processes applicable to printing field.
- Ability to use small office equipment, computers, and highly technical computer applications;
- Ability to function under pressure and maintain a rigid production schedule.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.