

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

PRINTING TYPESETTER

JOB DESCRIPTION

Employees in this job participate in the operation of a variety of manual or computerized typesetting machines and related equipment, including visual display editing terminals, phototypesetters, and film processors to produce an unlimited range of typeset materials such as brochures, newsletters, annual reports, etc. for State agencies.

There are four classifications in this job.

Position Code Title – Printing Typesetter-E

Printing Typesetter 6

This is the entry level. The employee, under close supervision, performs a range of typesetting assignments in a learning capacity.

Printing Typesetter 7

This is the intermediate level. The employee performs a range of typesetting assignments in a developing capacity.

Printing Typesetter E8

This is the experienced level. The employee performs a full range of typesetting assignments and uses independent judgement in making decisions requiring the application of procedures and guidelines to specific situations.

Position Code Title – Printing Typesetter-A

Printing Typesetter 9

This is the advanced level. The employee at this level regularly performs the most complex typesetting assignments beyond those expected at the experienced level which have been approved by Civil Service.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

PRINTING TYPESETTER

PAGE NO. 2

Keyboards all types of materials including forms, brochures, newsletters, manuscripts, reports, etc., on manual keyboards or computerized input terminals to produce typeset copy.

Operates a variety of equipment such as phototypesetters, central processing units, film processors and related equipment.

Meets with employees of State agencies to provide technical assistance and determine job specification costs and acceptable work deadlines.

Marks up copy for typesetting as to type size, style, and layout using knowledge of typesetting rules and logic, measures, command coding, formats, justification tables and type styles.

Estimates costs of labor and materials and determines pricing on completed job orders.

Maintains and performs minor repairs on equipment.

Maintains library of input on paper tape or disks.

Reprograms phototypesetter to produce desired formats.

May assist in training lower-level workers.

Performs related work as assigned.

Additional Job Duties

Printing Typesetter 9 (Senior Worker)

Archives input data on paper tape, floppy disks or rigid disk pack.

Organizes, plans and lays out work assignments without supervision.

Determines production schedules and priorities.

Proofreads the more complex projects.

May assign work to, train, and instruct lower-level employees.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of correct English usage, punctuation, spelling and mathematics.

Knowledge of technical typesetting rules and logic, command coding, measures and terminology.

PRINTING TYPESETTER

PAGE NO. 3

Knowledge of printing requirements, processes and composition.

Knowledge of photolithography, printing and bindery processes.

Knowledge of a wide range of typeface styles, families and sizes.

Ability to type from clear copy at a rate of 50 words per minute.

Ability to operate all equipment in a computerized typesetting system including various on-line and off-line keyboards, a central processor with disk drive, film processor, line printer and photosetter.

Ability to plan, organize and lay out work.

Ability to follow instructions.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Printing Typesetter 9 (Senior Worker)

Ability to produce typesetting jobs of the highest complexity without assistance.

Working Conditions

Employee works in a high-volume typesetting operation such as a centralized facility.

Physical Requirements

None.

Education

Educational level typically acquired through completion of high school.

Experience

Printing Typesetter 6

Six months of experience in printing keylining or typesetting, printing composition, graphic design, or a related field.

Printing Typesetter 7

One year of experience in printing keylining or typesetting, printing composition, graphic design, or a related field.

PRINTING TYPESETTER

PAGE No. 4

Printing Typesetter E8

Two years of experience in printing typesetting, keylining, forms composition, graphic design, or related field, including one year equivalent to a Printing Typesetter 7.

Printing Typesetter 9

Three years of experience in printing typesetting, keylining, forms composition, graphic design, or related field, including one year equivalent to a Printing Typesetter E8.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
PRNTYPSR

Job Code Description
Printing Typesetter

Position Title
Printing Typesetter-E
Printing Typesetter-A

<u>Position Code</u>	<u>Pay Schedule</u>
PRNTYPSE	A31-005
PRNTYPSA	A31-011

ECP Group 1
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EF