

GRAPHICS AIDE

DISTINGUISHING FEATURES OF THE CLASS:

This position performs skilled and specialized typesetting and layout through the operation of graphics software in a centralized reproduction department. Incumbents in this position perform a variety of specialized clerical activities requiring the operation of a composing machine used in the composition, editing, layout and/or photo typesetting of materials which are either camera or press ready or prepared for layout of plates for offset duplication. This position would either devote a majority of time to a single activity or to varying degrees to several activities. In addition, this position would also perform routine clerical duties such as answering phones, filing, and maintaining a purchase order log. The position calls for the exercise of independent judgment and application of prescribed procedures and methods related to the specialized nature of the work. The work is performed under general supervision. Supervision of others is not normally a responsibility of this position, although the incumbent may lead and participate on special projects.

TYPICAL WORK ACTIVITIES:

1. Plans layout, determines spacing, size and style of type by keyboarding codes and rearranges, edits and merges files to be used in preparing neat and accurate materials on composing machine;
2. Answers questions related to layout, design and finished product;
3. Engages in copy fitting by selecting appropriate font, size and leading necessary to complete copy layout;
4. Prepares typesetting unit using video layout screen which displays and positions text on a video terminal to determine variations in print size, line measure and spacing;
5. Performs skilled and specialized typesetting in the operation of computerized photo typesetting and composing machines to prepare forms, booklets and brochures for printing;
6. Proofreads and compiles final layout before reproduction which may include photocopying, enlarging, reducing, cropping, contact screening, color separations and use of technical colored pen, etc.;
7. Logs jobs in and out of the department, files returned originals, and answers questions regarding finished product or completed dates;
8. Operates a composing machine in the design, layout and photography process of making plates for the offset duplication;
9. Discusses layout and style with the customer to determine desired look of finished product such as paper, color, inks, folds, perforation, etc.;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Knowledge of office practices necessary for interacting with staff and vendors, expediting unit work flow and filing and retrieving information; Knowledge of grammar, spelling, punctuation and required formats sufficient to recognize and correct such errors; knowledge of departmental functions and services sufficient to provide general assistance to others; knowledge of software packages to perform skilled typesetting and layout; skill in using automated office equipment to produce materials; ability to maintain accurate logs and records; ability to communicate orally and in writing with a variety of people to provide information about services of the unit and to elicit information about their printing requests; ability to act independently in carrying out the daily functions of the reproduction center; tact; courtesy; good judgment; initiative; physical condition commensurate with the demands of the position.

GRAPHICS AIDE (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State recognized college or university with an Associate's degree in printing, graphic arts technology or advertising design;
- OR: (B) Graduation from high school or possession of a high school equivalency diploma and two years of experience involving copy layout and operation of programmable and/or stored memory composing or photo typesetting equipment;
- OR: (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.