



University System of Maryland Job Class Specification

TITLE: PS TYPESETTER
FLSA: NONEXEMPT
EEO6: H60
IPEDS-SOC: U-515111

JOB CODE: N09PXU
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: PRT

APPROVED BY:
Chancellor Donald N. Langenberg

EFFECTIVE DATE: 07/01/1996

JOB SUMMARY

Under general supervision, typesets or converts text, graphics, photographs and tabular components from electronic media for printing.

PRIMARY DUTIES

1. Utilizes computerized typesetters to convert or typeset printing jobs. Enters publication texts and tables on image setter. Codes and calculates typesizes and styles.
2. Pastes-up type to create mechanicals for press plates, operates camera to create elements for paste-up of mechanicals, mixes and prepares chemicals for processing.
3. Converts media using electronic transmission or disk so that images and information can be reproduced.
4. Operates keyboard of typesetting machine to prepare positives and negatives for making print plates.
5. Maintains records and filing systems; updates and maintains typesetting library.
6. Ensures the operational readiness and safety of equipment. Cleans, adjusts and makes minor repairs.
7. Operates equipment such as typesetters, photoprocessors and stat cameras.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

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MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED

EXPERIENCE: Two years experience in typesetting, one year of which must have been in the operation of computerized equipment.

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of typesetting techniques and equipment; of editorial and typesetting language; of graphic design, composition and printing terminology; of the application of computers and related software in typesetting. Skill in operating assigned typesetting equipment to produce camera ready copy for printing; in the use of keyboards; in calculating type and image specifications. Ability to perform mathematical computations; to quickly and accurately enter text and information on typesetter using keyboards; to communicate effectively; to organize and maintain a disk filing system; to perform routine cleaning and maintenance of equipment; to mix and prepare required chemicals; to wear and work in personal protective equipment; to perceive normal color spectrum.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job.