

GRAPHICS AIDE

DISTINGUISHING FEATURES OF THE CLASS: Incumbent in this position performs a variety of specialized clerical activities requiring the operation of a composing machine used in the composition, editing, layout and/or phototypesetting of materials which are either camera or press ready or prepared for layout of plates for offset duplication. Incumbents may either devote a majority of time to a single activity or to varying degrees to several activities. The position calls for exercise of independent judgment and application of prescribed procedures and methods related to the specialized nature of the work. This class differs from that of other clerical positions, such as typist, by the more complex nature of operating composing equipment with a programmable and/or stored memory, variable type fonts, and required work layout. The work is performed under general supervision. Supervision of others is not normally a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Operates composer in preparation of headings, justifications, spacing, ruling, centering and column format to complete a variety of copy; 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; Answers incoming telephone calls, takes verbal orders for composing or phototypesetting including last minute additions or deletions, and answers questions related to layout, design and finished product; Engages in copy fitting by selecting appropriate font, size and leading necessary to complete copy layout; 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; Recalls stored information from floppy diskettes to make changes, corrections, additions or deletions to copy; Performs skilled and specialized typesetting in the operation of computerized phototypesetting and composing machines to prepare forms, booklets and brochures for printing; Rearranges, edits, calls back files to restyle or merge file copy, and corrects spelling, punctuation and/or grammatical errors in copies; Prepares layout for brochures, booklets, programs, charts, letterheads, posters, etc., by using composing equipment; Inserts discs in disc drives to input new material while simultaneously printing via second drive; Cuts and pastes tapes and lettering strips and makes composites of printed or previously prepared materials as necessary to lay out assignment or reproduction; Proofreads and compiles final layout before reproduction which may include photocopying, enlarging, reducing, cropping, contact screening, color separations and use of technical colored pens, etc.; Logs jobs in and out of the department, files returned originals, and answers questions regarding finished product or completed dates; Graphic Reproduction Photography encompassing various darkroom functions as well as camera operation and applications of photographic principles; Determines the appropriate composing machine to use according to the type of documents to be prepared; Operates a composing machine in the design, layout and photography process of making plates for the offset duplication; Proofreads completed copy prepared on the composing machine and corrects errors as required; Discusses layout and style with the customer to determine desired look of finished product such as paper, color, inks, folds, perforation, etc.; Enters command codes, such as size and style of type and width and length of column prior to and during the actual typing; Keeps records of time and materials in layout preparation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; Good knowledge of the English language including proper spelling, punctuation, and grammatical usage; Ability to operate a programmable composing machine; Ability to typeset copy; Ability to plan and lay out materials for composer and typesetter; Ability to make transparencies; Ability to work cooperatively with others; Skill in copy fitting regarding size, style and leading; Manual dexterity; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

A. Graduation from a regionally accredited or New York State registered college with an associate 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 phototypesetting equipment; OR

C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Adopted 11/6/95

Revised 10/26/99

Reviewed 5/23/03; 8/7/08; 12/4/09