

**CITY OF SALEM
REPROGRAPHICS SPECIALIST**

**00042
20042
40042**

NATURE OF WORK

This is skilled work involving operation of rapid copier, computer graphics, and Lithographic camera equipment and providing pre-press layout and design for the City.

Work involves scheduling job completion, graphics layout, format, and design; operation of photocomposition equipment, computer graphic equipment and high speed computerized duplicating equipment, maintenance and minor repair; darkroom processing of photographic films and papers; develop and process Lithographic printing plates; and calculating charge for services. Work is assigned by a coordinator who reviews work for quality and timeliness. Incumbents of the classification determine their own work methods to accomplish assignments.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the essential duties listed and many positions will involve essential duties which are not listed.)

Operates photocomposition and computer graphics equipment. Performs layout and design using program files, icons, etc., to format and manipulate text and store graphics.

Operates a high speed computerized duplicating machine. Prioritizes jobs for efficient use of equipment and time.

Performs all darkroom functions to provide line negatives, halftones, duo-tones, spreads, chokes, PMT, and other related Lithographic functions.

Maintains equipment including cleaning, minor repair and preventative maintenance as required.

Assists customers by providing pre-press advice and expertise in job preparation.

Enters accurate budget and accounting information into a mainframe link. Information includes entering budget number, document number, job ticket number, date, quantity, and cost.

Assists in microfilm and mail messenger functions as required.

Performs other related work as assigned.

WORK QUALIFICATIONS

Experience using a high speed duplicator, Lithographic or computer graphics experience or training. Graduation from high school or technical school with advanced training in these subjects or any equivalent combination of experience or training which provides the required knowledge, skills, and abilities:

Knowledge of the operation and maintenance of modern high speed duplicating equipment.

Knowledge of modern Lithographic or computer graphic technology and equipment.

Knowledge of various kinds of papers, chemicals, type styles, and graphic layout and designs.

Some knowledge of business English.

Considerable skill in the safe efficient operation of duplicating, photocomposition, or computer graphic equipment.

Ability to schedule work, follow a job to completion, and maintain high quality production output.

Ability to follow oral and written instructions.

Ability to establish and maintain effective working relationships with others.

Some positions may require possession of a valid Oregon Class C driver's license and the ability to meet City driving standards.

Work is performed in a shop setting. Work involves exposure with safety precautions to noise, chemicals, fumes and moving boxes of paper. Physical dexterity is required to manipulate printing equipment components and operate computers. Work involves some prolonged periods of standing while operating printing equipment.

Personnel Director