THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title College Computerized/Photo Typesetter
Title Code 04809
FLSA Status Non-Exempt
Date Issued December 01, 1985

General Duties and Responsibilities

This class of positions encompasses the performance of work in the fields of computerized and/or photo typesetting. There are two assignment levels within this class of positions. The following are typical assignments within this class of positions. All employees perform other related duties.

Assignment Level I- under general supervision, with some latitude for independent action, performs work of beginning level or intermediate complexity such as the operation of basic computerized and/or photo typesetting equipment:

- Inputs data on computerized and/or photo typesetting equipment, taking the job from layout to typesetting to processing.
- Selects appropriate typeface to create a visually pleasing product.
- Proofreads copy on screen for accuracy prior to production of text.
- Makes appropriate clerical corrections to text.

Assignment Level II- under general supervision, with latitude for independent action, performs work of advanced level complexity such as:

- Inputs data on sophisticated computerized and/or photo typesetting equipment, taking the job from layout to typesetting to processing.
- Implements corrections to mechanical specifications, as directed.
- Performs interfacing functions including coordination with personnel in graphics, computer, and word processing centers.
- May supervise the activities of word processing personnel.
- Create in a timely manner a product that is visually pleasing and technically correct.
Qualification Requirements

1. Possession of a high school diploma, or equivalent, and

2. Two (2) years full-time experience or the freelance equivalent in computerized and/or phototypesetting work, or

3. A combination of education and/or experience which is equivalent to requirements 1 and 2.

4. A mechanical and grammatical aptitude is necessary, as is the ability to function quickly and effectively under pressure.

NOTE:

Direct Lines of Promotion

FROM: None
TO: None

General Work Tasks