

## DESKTOP PUBLISHING TECHNICIAN

Job Code	Pay Grade
18630	CL13

### Nature of Work

This is skilled technical work operating a computerized desktop publishing system and associated peripheral equipment. Employees in this class are responsible for creating and producing quality copies of numerous official documents for public and private use. Work is independent in nature and production oriented.

### Minimum Qualification Requirements

- 2 years of experience in the operation and maintenance of computerized publishing equipment; or
- An equivalent combination of education, training and/or experience.

### Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Operates computerized desktop publishing system to input, edit and customize documents. Electronically creates, designs, views and edits material prior to generating a hard copy or electronic file.
- Uses a computer system and desktop scanner for spot or process color separations.
- Advises using department on document composition, design and layout.
- Maintains corresponding Files Management and job tracking system.
- Performs basic record keeping functions to include work performed, work distributed, materials used and associated costs.
- Diagnoses and investigates equipment or software problems and performs routine cleaning and maintenance of equipment and maintains proper inventory of supplies used.
- May review customer supplied files for changes, corrections, redesign, or make adjustments to facilitate information/data flow.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of typesetting practices and procedures.
- Knowledge of a computerized electronic publishing equipment to include DOS programs, coding, disk initialization and document scanning.
- Knowledge of most current Windows Operating Systems with various software applications to include Quark XPress, Adobe Illustrator, Photoshop and Omnipage.
- Knowledge of photo development, composition, layout, paste-up, design and graphics.
- Knowledge of file management, scheduling and photographic processes applicable to printing field.
- Ability to function under pressure and maintain a rigid production schedule.

For official use only

Revised	EEOC Code	Overtime Code
8/99	Administrative Support	Classified