



535 East 80 Street, New York, N.Y. 10021

CUNY CLASSIFIED CIVIL SERVICE

POSITION DESCRIPTION:	TITLE	College Computerized/Photo Typesetter
	CODE	04809
	DATE	12/01/85

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

This class of positions encompasses the performance of work in the field 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.

EXAMPLES OF TYPICAL TASKS:

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:

1. Inputs data on computerized and/or photo typesetting equipment, taking the job from layout to typesetting to processing.
2. Selects appropriate typeface to create a visually pleasing product.
3. Proofreads copy on screen for accuracy prior to production of text.
4. 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:

1. Inputs data on sophisticated computerized and/or photo typesetting equipment, taking the job from layout to typesetting to processing.

2. Implements corrections to mechanical specifications, as directed.
3. Performs interfacing functions including coordination with personnel in graphics, computer, and word processing centers.
4. May supervise the activities of word processing personnel.
5. Creates 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.

DIRECT LINES OF PROMOTION:

FROM: None

TO: None