

## PRE-PRESS TECHNICIAN SERIES

<b>Code No.</b>	<b>Class Title</b>	<b>Occ. Area</b>	<b>Work Area</b>	<b>Prob. Period</b>	<b>Effective Date</b>	<b>Last Action</b>
4071	Pre-Press Technician Assistant	14	661	6 mo.	12/01/08	Rev.
4791	Pre-Press Technician	14	661	6 mo.	12/01/08	Rev.

*Promotional Line: 336*

### Series Narrative

Employees in this series perform skilled work in the operation and maintenance of computerized equipment and systems used in the pre-press area of the offset printing trade. At various levels of this series they perform duties involved in the electronic preparation and processing of line and halftone film, various proofing processes, and plates used on offset presses in the production of printed materials. The work is performed via computerized systems that control cameras, processors, scanners, plate makers, mechanical and electronic image assembly devices, and various other tools, following recognized procedures and techniques.

### DESCRIPTIONS OF LEVELS OF WORK

#### **Level I: Pre-Press Technician Assistant**

**4071**

Employees at this level perform film/image assembly work and digital file work for digital printing projects requiring intermediate skill in the offset pre-press area of computerized printing operations involving medium sized sheetfed, web offset printing equipment, and digital printers or presses. They work under general supervision of a designated supervisor.

A Pre-Press Technician Assistant typically –

1. assists with the operation of computerized work stations, creating proofs (dylux, color keys, one piece color proofs, etc.), film, and/or offset plates for medium-sized printing projects
2. assists with operating and maintaining laser plate-making equipment that converts electronic data to plates without the use of film (i.e., examines unexposed photographic plates to detect flaws or foreign particles prior to printing)
3. enters, positions, and alters text size, using computers, to make up and arrange pages so that printed materials can be produced
4. sends files from computer to plate (CTP) processor and inspects finished plates
5. operates wide format printer
6. interprets and processes job orders in accordance with pre-determined parameters
7. enters, stores, and retrieves information on computer-aided equipment
8. creates line negatives and halftones using a(n) camera, electronic, or black and white scanner

9. examines photographic images for obvious imperfections prior to plate making
10. monitors efficiency of equipment throughout various stages of the printing process such as activation of vacuums, ensuring correct level of contact between cover glass and masks inside vacuum frames; transferring of images from master plates to unexposed plates, immersion of plates into developing solutions
11. maintains, adjusts, and cleans equipment; performs minor repairs
12. provides guidance and assistance to other staff
13. performs other related duties as assigned

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**Level II: Pre-Press Technician****4791**

Employees at this level perform film/image assembly work and digital file work for digital printing projects requiring intermediate skill in the offset pre-press area of computerized printing operations involving medium sized sheetfed, web offset printing equipment, and digital printers or presses. They work under general supervision of a designated supervisor.

A Pre-Press Technician typically –

1. opens, inspects and corrects digital files for offset and digital printing projects using graphics arts software
2. enters, stores, and retrieves information on computer-aided equipment
3. reads and interprets job order tickets to ensure that the file is set up per specifications
4. operates computerized striping devices on color workstations producing pagination and registration of film; may perform traditional striping of film including shrink, spread, choke, and traps
5. makes single and multi-color low and high resolution proofs and checks them for accuracy in color and appearance
6. maintains and operates computerized RIPing of proofs, plates and files including trapping and color separating
7. may operate and maintain other various types of printing equipment (e.g., offset plate processors, black and white scanners, four-color scanners)
8. trains and assists lower level technicians in all pre-press functions
9. assists other staff such as preproduction, production and customer service with the understanding of job specifications and their relationship to the production process
10. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

**Level I: Pre-Press Technician Assistant**

**4071**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent.
2. Experience or training from the following categories:
  - a. **One year (12 months)** of professional work experience in operating pre-press equipment, computerized workstations, graphic design or closely related areas

**Or**

- b. **30 semester credit hours** in graphic design or a closely related field

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of and skill in the operation and maintenance of pre-press equipment and systems used in offset printing
2. knowledge of simple registration and electronic layout systems
3. basic knowledge of tools and chemicals used in pre-press operations

**Level II: Pre-Press Technician**

**4791**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent.
2. Experience or training from the following categories:
  - a. **Three years (36 months)** of professional work experience in operating pre-press equipment, computerized workstations, graphic design or closely related areas

**Or**

- b. **90 semester credit hours** in graphic design or a closely related field

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. in-depth knowledge of and proficiency in operation and maintenance of pre-press equipment used in offset printing
2. in-depth knowledge of computers, software, and related tools used in the pre-press area of offset printing
3. in-depth knowledge of chemicals, films, and image assembly materials used in pre-press areas