

COMPOSER OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This is clerical work of a specialized nature which involves planning layouts and operating a composing machine such as the IBM "Selectric" composer in the preparation of camera-ready copy for reproduction of such items as forms, reports, pamphlets, brochures and announcements. The work is performed under the general supervision of a Publications Technician. Does related work as required.

TYPICAL WORK ACTIVITIES:

Determines format, layout, spacing and size and style of type to be used based on instructions;
Types copy on a composing machine from clear or rough copy;
Sets machine controls for margin justification, horizontal and vertical spacing, centering and tabulation and makes any other adjustments necessary;
Proofreads copy and corrects errors;
Speaks with others in order to clarify requirements of a job and may suggest type style and design;
Performs occasional clerical duties related to the work of the unit.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERSTICS:

Working knowledge of the use and capabilities of an IBM "Selectric" Composer or a composing machine of similar type; working knowledge of proper grammatical usage and punctuation; ability to spell and to identify misspelled words; ability to plan layout and compose narrative and tabular materials or forms using a composing machine; ability to produce neat and accurate work; ability to operate a standard keyboard accurately.

MINIMUM QUALIFICATIONS: Six (6) months of work experience in the operation of a composing machine; or one (1) year of clerical experience which involved typing as a regular aspect of the job and completion of an approved course in the operation of composing equipment.

PROMOTION: One (1) year of permanent competitive class status in any clerical title. Completion of an approved course in the operation of composing machines is required prior to or as part of the probationary period.