

PUBLICATIONS TECHNICIAN

GENERAL STATEMENT OF DUTIES: Prepares materials for publishing; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is technical publications work of a difficult nature involving the proofing of writings for proper construction and readability and their reproduction. General supervision is received from an administrative employee.

TYPICAL WORK ACTIVITIES:

Proofreads writings for grammar, spelling, punctuation, etc., and edits materials for clarity;

Determines layouts of text, tables, charts, pictures, legends, etc.;

Performs routine research and statistical computations in editing materials;

Arranges page sequences and selects paper and type;

Prepares detailed production specifications and acts as liaison with vendors;

Maintains publications files and materials;

May write press releases and other informative articles of a non-technical nature;

Reviews, corrects and approves publication proofs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the practices and techniques used in publishing such as editing, proofreading, layout and printing; good knowledge of the construction and use of the English language as applied in writing; ability to write effectively; ability to perform layouts of publications materials.

MINIMUM QUALIFICATIONS:

Completion of four (4) years of college including credit hours equivalent to a minor in Journalism, Advertising, English, Commercial Art or related fields and one (1) year of experience in the preparation of materials for publication.

NOTE: An additional year of experience may be substituted for the "minor" requirement, and additional experience may be substituted for college on a year-for-year basis.