

CLASS TITLE:**COMPOSITOR**

Class Code: 02410400

Pay Grade: 12A

EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform various tasks pertaining to typesetting, layout, paste-up and phototypesetting; to compose headlines and/or advertising text; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom general and specific assignments are received; work is subject to review for satisfactory performance.

SUPERVISION EXERCISED: Usually none, but may occasionally supervise the work of subordinates assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform various tasks pertaining to typesetting, layout, paste-up and phototypesetting; to compose headlines and/or advertising text.

To enter newspaper stories, letters to the editor, editorials and advertisements on a phototypesetter; to operate said phototypesetter and edit final copy.

To code type style and size, line length and heading; to process cold type.

To compose and paste-up headlines and/or advertising text; to design and utilize prepared art work.

To develop photographic papers on a chemical processor.

To handle telecommunications of copy.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the practices, methods, techniques, tools, material, equipment used in routine work of typesetting and layout; the ability to operate, adjust and maintain such word processing equipment; the ability to make layouts and paste-ups; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school and successful completion of courses in the operation of word processing equipment; and

Experience: Such as may have been gained through: employment in a position involving the preparation of material for a newspaper or journal.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: May 2, 1982

Editorial Review: 3/15/03