

**ST. TAMMANY PARISH SCHOOL BOARD**  
**Covington, Louisiana**

**Job Description**

**TITLE:** Photocomposition Operator I (First Assistant to Graphic Arts Specialist)

(FLSA Status: Non-Exempt)

**MINIMUM QUALIFICATIONS:**

1. High school education plus six months experience in the operation and use of a photocomposition machine (35 wpm), including some layout work. Completion of a photocomposition operator-training course may be substituted for three months of the required experience.

**REPORTS TO:** Supervisor of Graphic Arts

**JOB SUMMARY:**

The primary emphasis is on the use of a specialized typewriter which is adapted to the use of a wide variety of type styles and sizes and which requires the proportionate spacing of letters in order to obtain uniform right-hand margins on copy. This position is differentiated from other similar positions on the basis of the variety and complexity of jobs processed and the degree of independence with which work is performed. In addition, this position requires some clerical experience.

**ESSENTIAL JOB FUNCTION:**

1. Operates a Photocomposition Machine:
2. Prepares offset masters and processes plates.
3. Does the layout, paste-up and some design to be comp. set.
4. Recommends size and type font, type, color and weight of paper.
5. Suggests economical process of laying out for printing.
6. Masks and opaques negatives.
7. Set up and operate offset press as required
8. Assists others in graphic arts in the padding, cutting, collating, hole punching, folding, stapling, and binding of printed materials.
9. Requests supplies, typing requisitions in handling of invoices and purchase orders from Graphic Arts Specialist

**PHYSICAL DEMANDS:**

1. Possess physical skills and stamina to perform job responsibilities.
2. Work requires lengthy standing during most of the work shift.
3. Must tolerate frequent periods of walking and occasional sitting.
4. Must be able to lift fifty lbs. of paper and transport materials and supplies on a hand truck.
5. Must be able to bend and stoop in performing job duties.
6. Must be able to load and unload offset duplicators, copies, and other graphic arts machinery and equipment
7. Must tolerate horizontal, overhead, and low level reaching with both hands in performing work such as operating controls, retrieving books and manuals, picking up objects, boxing items, stacking, and sorting
8. Must handle numerous duties with both hands and fingers including fine motor skills and grasping.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:** Performs other such duties as may be assigned.

**TERMS OF EMPLOYMENT:** 12 months per year, salary in accordance with current salary schedule.

**ACCOUNTABILITY:** Performance of this job will be evaluated in accordance with provisions of the Board's policy for Evaluation of Support Services Personnel.

**The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.**

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed and Agreed to by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Incumbent)

\_\_\_\_\_  
Incumbent's Name (Please Print)

\_\_\_\_\_  
Employee Identification Number

**Original- Human Resources Department**

**Copy - Supervisor**

**Copy - Employee**

(Rev. 4/2021)