

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Offset Platemaker

Class Code: 7381

Pay Grade: 209

GENERAL CLASS DESCRIPTION:

Under general supervision, prepares films and layouts; processes and checks plates for offset printing.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Operates darkroom camera to produce negatives, positives, direct prints, duplicates, etc. Plots contrast range on photos and operates camera to produce halftones (screened negatives) on film or PMT. Must judge copy and determine exposures; mix chemicals to exact formula specifications, adjust temperatures of processing solutions, etc.
2. Prepares layouts for presses. Strips negatives and halftones into plates, opaques film, checks impositions and runs proofs as needed.
3. Processes presensitized plates for offset press. Completes quality checks, files negatives and delivers completed plates.
4. Operates the Direct Image Platemaker. Rules position sheets for offset press.
5. Prepares records of plate preparation.
6. Keeps abreast of new developments in platemaking skills and technology.
7. Rules up sheets for Cutter Operator.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of copyright laws and policies concerning reproduction of printed material.
2. Ability to follow oral and written instructions and apply institutional and other policies appropriately.
3. Ability to communicate effectively with staff, students and the public.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

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4. Ability to perform routine arithmetic computations.
5. Ability to organize and prioritize multiple tasks.
6. Ability to maintain records and prepare reports.
7. Ability to use proper bending and lifting techniques to stock supplies or deliver items.
8. Skill in operating and maintaining duplication equipment.
9. Skill in utilizing computer software packages and online systems for document transfer and preparation.

MINIMUM ELIGIBILITY REQUIREMENTS:

Four years of experience in the trade, including vocational or apprenticeship.

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REVISION EFFECTIVE: October 1, 2009