DEFINITION

Under the direction of an assigned supervisor, operates a desktop publishing system and related equipment and methodology to prepare camera-ready art for district wide internal and external publication; performs a variety of related clerical duties as assigned.

DISTINGUISHING CHARACTERISTICS

Desktop Publishing Clerks work in a communications center or similar organizational unit. It is distinguished from a Word Processing Operator due to the application of basic graphic design and layout, including the format and style of the materials produced.

EXAMPLE OF DUTIES

1. Operates a computer desktop publishing system to produce a variety of camera-ready informational materials from draft form or concept.

2. Creates project timelines, format and layout documents using word processing and graphical software, inserts graphics and proofs final versions.

3. Maintains a variety of records, computer files and logs regarding internal work assignments, completed projects, district wide archival information and photography files.

4. Establishes and maintains data bases and word processing for projects which require extensive mailing lists and updated information retrieval.

5. Coordinates, assembles and disseminates a variety of internal flyers and publications; assembles desktop published materials for distribution by other departments to the public.

6. Operates a variety of equipment in public relations settings, including VCR's, overheads and slide projectors.

7. Provides information and assistance to students, faculty and staff, and the general public; greets visitors; and answers telephones as necessary.

8. Performs related duties as required.

DESIRABLE QUALIFICATIONS

Knowledge:
- Basic graphic design techniques.
- English usage, grammar, spelling, punctuation and vocabulary.
- Modern office practices and procedures.
- Operation and application of desktop publishing and word processing software and hardware.
- Oral and written communication skills.
- Record-keeping techniques.
- Web-page maintenance.
Skills and Abilities:
- Apply desktop publishing skills to district internal and external communication needs.
- Design effective graphic materials.
- Edit for grammar, clarity and correctness.
- Establish and maintain effective working relationships with others.
- Establish project schedules and meet deadlines.
- Maintain records and prepare reports.
- Type at 50 words per minute.
- Understand and follow oral and written directions.
- Work independently with little direction.

Training and Experience:
- Any combination of training and experience equivalent to: graduation from high school and two years of increasingly complex desktop publishing experience.

WORKING CONDITIONS

Physical Requirements:
- Category III

Environment:
- Favorable, usually involves an office.