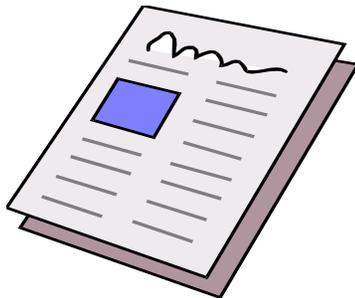
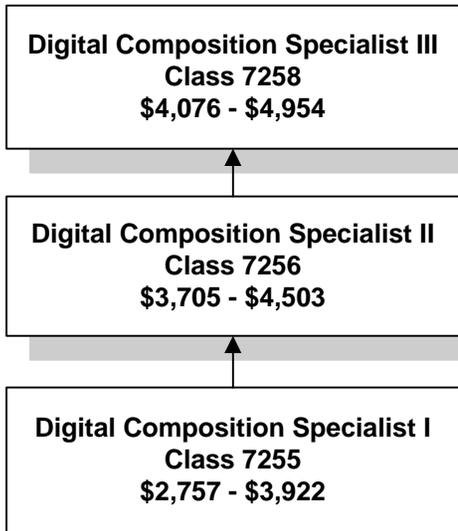


PROMOTIONAL PATH
OFFICE OF STATE PUBLISHING
ELECTRONIC PRE-PRESS FUNCTION
(SHIFTS: DAYS – EVENINGS – NIGHTS)

Function Support



Series Function

- Utilizes a variety of typesetting, page layout, graphic, and scanning software operating on multiple computer platforms
- Prepares the layout of forms, publications, brochures and other display materials
- Works from copy or digital media to plan and prepare camera-ready copy or electronic files (traditional or digital publication)
- Consults with clients to determine agreed-upon end product (makes recommendations on design, format and style)
- Exercises a great deal of independence through the operation and manipulation of a variety of hardware and software applications

Promotional paths are for informational purposes only and may vary depending on the level of education, experience and/or relevant eligibility criteria.