

## **TYPESETTING INPUT OPERATOR TITLE DEFINITION**

### **I. DEFINITION**

#### **TYPESETTING INPUT OPERATOR**

This is work involving the operation of a variety of computer typesetting equipment in a text processing and composition or comparable unit. Positions operate machines for the purpose of converting written text information into computer printed formats. Positions are responsible for typing test copy and mark-up codes; selecting, interpreting, and filing computer codes based on general format guidelines; assisting in the development of work methods and procedures for the unit; operating and maintaining video display terminals, cathode ray tube typesetter, tape drives, disk packs, lines printer, TTY, and photopaper processor; providing users with cost estimates for composition; reviewing and making corrections to text as necessary on video display terminals; proofreading test and format; processing camera ready copy; retrieving and logging tapes; performing minimum maintenance on equipment for operation; performing daily preventive maintenance; editing and proofing materials before and after composition; and keeping records and developing reports. Work is performed under general supervision.

### **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

### **III. RELATED TITLES**

Document Production Assistant, Technical Typist