



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>CAMERA/PLATE PROCESSING TECHNICIAN</b>	<b>27</b>	<b>H</b>	<b>9.722</b>

Under general supervision, Camera/Plate Processing Technicians operate process cameras and perform layout, stripping and platemaking duties to produce printing plates used for offset duplicating and printing in a facility primarily producing multi-color work.

Operate process cameras to photograph printed material and illustrations and produce film negatives used in the preparation of printing plates; focus camera and adjust the exposure time based on the quality of the copy, requirements for enlargement/reduction, color of the image, and the type of image (half tone or line); place screen over negatives to break up shadings for half tone printing; adjust lighting and expose film to the copy; and immerse film in chemicals to develop the image.

Position negative film on a layout sheet to assemble film flat in preparation for making printing plate which includes reviewing printing request for specifications; position and properly align negatives on a masking sheet placed over a layout sheet; trim and fit negatives together and secure negatives to masking sheet; opaque the negative to conceal imperfections; and cut exposure windows behind image areas.

Transfer negative images to plates to produce offset printing plates by positioning plate under a vacuum frame machine and expose plate to transfer image to plate; develop images on the plate by applying chemicals; and wash preserving plate.

Operate offset duplicating machines and bindery equipment to produce, assemble and bind printed materials and maintain cameras and platemaking equipment as required.

Serve as leadworker to Offset Machine Operators and student workers including training and assigning and reviewing work as assigned.

Perform related duties as assigned.

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**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and two years of experience which included responsibility for photographing copy, layout, stripping negatives and platemaking; **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):  
**Working knowledge of:** methods, materials, and equipment used in process camera work and platemaking; maintenance requirements of cameras and platemaking equipment; safety hazards; safe working procedures and proper disposal of hazardous materials commonly found in a photography laboratory and print shop. **General knowledge of:** operating methods, procedures and limitations of offset duplicating equipment and offset presses; art as related to graphic displays and printing. **Ability to:** work independently and follow through on assignments with limited direction; establish priorities and coordinate activities with other personnel in the work unit to complete assignments within production deadlines; read and understand printing requests and equipment service manuals; and document work activities. **Skill in:** operating, adjusting, and maintaining process cameras and plate developers; photographing copy to be printed and making half tone negatives, making spreads and chokes and opaquing and aligning negatives on layout sheets.

**MINIMUM QUALIFICATIONS** (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** policies and procedures of the assigned work unit; printing terminology. **Ability to:** train staff and assign and review work.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

9.722

ESTABLISHED: 7/1/91P  
REVISED: 11/29/90PC  
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