



**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>TECHNICAL PRODUCTION EDITOR</b>	<b>29</b>	<b>C</b>	<b>7.843</b>

Under general supervision, the incumbent coordinates and organizes publication production; plans and tracks schedules; works with printing and prepress vendors; prepares material to print; collects photos and prepares for digital use; and delivers final layouts to printing vendors.

Prepare, coordinate, and organize the production of publications by recording deadline information, communicating with printing vendors and following progress of staff assignments; design and implement computer graphics for desktop publishing and production; review and amend printing specifications and proofread proof and final products for adherence to specifications and to create camera ready copy; correct errors; provide information to the printing vendor and meet established deadlines; work with printing vendor to develop cost estimates for special projects; oversee vendor billing by comparing charges against services rendered.

Review page design format; implement computer or manually completed graphics; identify photographs or subjects and coordinate pictures, titles and captions with stories; establish and maintain organized and secure electronic and hard copy filing systems for materials such as manuscripts, art work, or photographs to be included in publications.

Perform related duties as assigned.

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**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:** Associate of Arts degree from an accredited college in journalism, English, graphic arts, or related field and one year of experience in the publishing field which included the use of desktop publishing software, and planning and coordinating the production of a publication; **OR** graduation from high school or equivalent education and three years of experience as described above; **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** desktop publishing; printing procedures; graphic elements; the photographic reproduction process; art production; publication production in order to communicate concepts and cost estimates; print specifications for preparation of bids for estimates from printers and other vendors. **Ability to:** review completed projects to determine readiness for print and coordinate production schedules; establish and maintain both electronic and hard copy filing systems for a variety of materials such as manuscripts, art work and photographs; prioritize assignments to complete work in a timely manner and meet scheduled deadlines; write in a clear, concise and grammatically correct manner; communicate effectively with others; analyze information, problems, situations, practices or procedures; establish and maintain cooperative working relationships with others; communicate with professional staff and vendors regarding project deadlines; compute percentages to enlarge or reduce art work to fit a specified area; add, subtract, multiply and divide whole numbers, decimals and fractions. **Skilled in:** operating a personal computer and desktop publishing software.

**MINIMUM QUALIFICATIONS** (cont'd)

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

**Working knowledge of:** agency's mission and goals as applied to working with vendors and promoting the image of the agency and its publications; proofread marks and copy reading symbols. **Ability to:** keep accurate accounts of time and materials for billing purposes.

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.

7.843

ESTABLISHED: 7/1/89P  
8/19/88PC  
REVISED: 7/1/95P  
9/16/94PC  
REVISED: 9/23/05PC