JOB DESCRIPTION

Pre-Press Technician

Definition of Class
This is a non-supervisory position in which the incumbent is responsible for preparing jobs for print. Duties include stripping and blue lining proofs, making plates, and operating the drum scanner. Incumbent reports to the Pre-Press Operations Manager.

Examples of Work Performed

Reviews and prioritizes jobs and determines levels of complexity.

Maintains inventory of supplies and notifies manager when reorders are needed.

Maintains all equipment used to perform tasks.

Scans original documents and utilizes computer software applications to make adjustments including color, hue, sharpness, and curves.

Utilizes computer hardware and software programs to produce color digital proofs and separations.

Makes printing plates for all presses.

Evaluates incoming image-setting file for correct trap.

Maintains and records data storage media and picture archives.

Ensures correct workflow of Open Pre-press Interface (OPI) system.

Inspect final products. Provides feedback to subordinates.

Performs similar or related duties as required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring department.

1. Provides printing plates for all offset presses.

2. Produces four-color separations, and creates trapping solutions on printing files; installs and maintains full color library server solutions.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although
he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; use hands to finger, handle, or feel objects; and reach with hands and arms. Incumbent is regularly required to walk. The incumbent is occasionally required to stand; and stoop, kneel, crouch, or crawl.

**Experience/Educational Requirements:**

- **Education:**
  High School Diploma or equivalent (GED).

  AND

- **Experience:**
  Six (6) months of experience related to the above described duties.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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