Title: Electronic Pre-Press Operator

Pay Scale Group: 10

Essential Function

Under general supervision from a designated supervisor, perform printing of digital documents onto film, paper, or printing plates from an image-setter or direct to a digital press or other media for the production of printed material. Duties also include troubleshooting digital files, creating documents, scanning (reflective art, negatives or transparencies), correcting flaws, and trapping.

Characteristic Duties

1. Create/edit electronic documents according to customer’s specifications using various software and publication methods (i.e., scanning, trapping, and typesetting).

2. Output digital files to film, paper, or printing plates, from an image-setter or direct to a digital press or other media.


6. Perform related duties based on departmental need.

Unusual Working Conditions

• N/A

Minimum Qualifications

• High school/GED diploma; two years experience or completion of training program in printing technology or equivalent training program.