

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Phototypesetting Specialist

CODE NO.: 39064

GRADE: 007

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Design and provide copy suitable for offset printing and visual transparencies in accordance with Company requirements, using a phototypesetting machine.

ASSIGNED DUTIES:

1. From handwritten or typed copy, prepare master copies for use in offset printing of forms, reports, charts, drawings, etc.
2. Select suitable size and style of type and adjust machine to obtain proper horizontal and vertical spacing to produce desired results.
3. Type copy and perform related art work such as ruling forms, adding headings or devising decorative effects as required.
4. Prepare transparencies for overhead projection using required design, material, and machine.
5. May operate various other office copying machines and related equipment common to printing activities.
6. May assist in the training of other employees assigned to the stationery and printing group.
7. Perform machine maintenance duties in line with training.
8. May assist in and/or perform various other duties incidental to printing, stockroom, and mailroom.

REQUIREMENTS: Basic typing skills.