



Prepress Specialist

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**Details**

**Job ID : 316**

**Title :** Prepress Specialist

**Job Code :** 621

**Salary :** \$1,909.00 (Monthly)

**Grade :** 6

**Tenured :** YES

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**Job Departments**

- Administrative Services - Accounting, Purchasing, Printshop, Reception

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**Purpose**

RESPONSIBLE FOR PREPRESS DUTIES FOR ALL DIGITAL AND OFF-SET PRINT SHOP OPERATIONS.

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**Required Qualifications**

**Education :** 2 Year Degree in Related Field

**Education Substitute :** None

**Experience :** 1 Year of Related Experience

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**Job Required Knowledge**

- STRONG COMPUTER SKILLS INCLUDING GRAPHIC DESIGN SOFTWARE
- 2 YEAR TECHNICAL DEGREE IN COMPUTER RELATED FIELD

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**Job Skills/Abilities**

- ADVANCED COMPUTER SKILLS
- COMMUNICATION SKILLS
- TIME MANAGEMENT SKILLS

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**Job Preferred Knowledge**

- KENTUCKY COURT SYSTEM

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**Job Duties**

- CREATE MASTER FILES FOR PRINTING COURT SYSTEM FORMS, STATIONERY AND OTHER PUBLICATIONS
- OPERATE AND MAINTAIN DIGITAL PLATE MAKER
- PRODUCE GRAPHIC DESIGN PROJECTS AS NEEDED
- PROVIDE TECHNICAL ASSISTANCE TO PRINTING SERVICES STAFF
- OTHER DUTIES AS ASSIGNED