

POSITION DESCRIPTION

Approved For Release 2000/08/15 : CIA-RDP80-00832A000200090029-5

SL

None None

OTHER (Specify)

WASH., D.C. 25X1A

REASON FOR SUBMISSION (E.G., CHANGE OF DUTIES, REASSIGNMENT, PROMOTION, ETC.) AND CONCURRENCE
IDENTIFY OLD POSITIONS BY TITLES, SCHEDULE, OCCUPATIONAL CODE, GRADE, POSITION NO.

Classification Survey

Suff. # 58-103

B. ACTION	POSITION TITLE	SCHEDULE	OCCUPATION CODE	GRADE	INITIALS	DATE
A.						
B. CWD	Offset Negative Cutter (Engraver)	GP	6100.01		PW	7 May '57
C. INITIATING OFFICE						

9. ORGANIZATIONAL TITLE OF POSITION (IF ANY)
Offset Neg. tive Cutter (Engraver) day shift

10. NAME OF EMPLOYEE (Last) (First) (Middle) IF VACANCY, SPECIFY

11. ORGANIZATIONAL LOCATION OF POSITION	12. CERTIFICATION
A. OFFICE Office of Logistics	This is a complete and accurate description of the duties and responsibilities of this position
B. DIVISION OR STAFF Printing Services Division	
C. BRANCH Offset Photography Branch	A. EMPLOYEE
D. SECTION (day shift)	DATE
E. UNIT	4-16-57
	7 May '57

13. DESCRIPTION OF DUTIES, RESPONSIBILITIES AND QUALIFICATIONS

I. DUTIES AND RESPONSIBILITIES

As a journeyman Offset Negative Cutter (Engraver) prepares negatives for plate work through assembly, stripping, etching, establishing register marks, and similar work.

1. Reviews general layout drawings, "Dummies", and specific instructions on final results desired, including the security requirements for the work, and the negative or positive material produced by Offset Photographers. Plans the orderly progression of work to permit others to engage in their work with least possible delay; figures quantity, size, arrangements and number of units, masking sheets, trim, margins and opaquing required.

2. Retouches work work on color separation negatives involving very close detail on maps, charts, 300 line halftones and copy with hairline color registration. Separates new work matching in detail features that remain or are on adjoining sheets. Etches or executes letters and/or figures, lines and borders in order to complete negatives so as to assure a finished assembly and to preclude patchwork provide proper spacing, registration, folds, and other parts of specifications.

3. Makes difficult correction or changes including touch work when plates are on presses and the areas of change are not too extensive. Retouches negatives and positives of artwork necessary to the production of halftone as color process work. Scrapes emulsion side of film to produce tints, outlines halftones to eliminate tone in background; rules in lines, repairs blemishes, determines the position and percentage of halftone screens for various colors.

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h. Marks up copy for guidance of platemaker and others working upon job, including pressman and bindery workers keeps work area orderly, sharpens needles, knives, etc., and performs other duties as may be required in the preparation of material for offset and letterpress production.

(Offset Negative Cutter (Engraver) Helpers perform assigned parts of the journeyman work in accordance with the training they have received and are advanced as they demonstrate capability to the 5th year. To advance above 5th year rate, they must demonstrate full journeyman skill after a year or more at the 5th step and a journeyman position must be available.)

II. SUPERVISION RECEIVED AND EXERCISED

1. Supervision Received: work assignments are received from the Branch Foreman or a journeyman in charge of the work with specifications on the kind of work to be done. Guidelines include HKS and GPO style manuals and the criteria for skilled work in the trade. Supervisors provide specific guidance on unusual assignments or on problems arising in completing assignments.

2. Supervision Exercised: Assignments may include supervision and training over operatives, apprentices or others. These assignments can be made for training purposes, for expediting production, or for situations where safety, accuracy or other factors require more than one individual to participate in the work.

III. MINIMUM QUALIFICATION REQUIREMENTS

Requirements for this title are found in Interim Qualification Standards

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