



JOB POSTING

Posting & Application Period:
October 31, 2023 – November 27, 2023

Legislative Service Bureau

Pre-Press Technician Apprentice

- DEPARTMENT:** Legislative Service Bureau (LSB) – Legislative Printing Division
- STATUS & HOURS:** Full-Time – 37.5 hours per week | 9:00 am to 5:00 pm, Monday – Friday
Overtime and flexible shifts may be required, as needed, to meet legislative needs
- MINIMUM PAY RATE:** \$21.88 per hour based on 10-1-23 Union Contract
- JOB LOCATION:** LSB Print Shop, 3350 Ranger Road, Lansing, MI

GENERAL DESCRIPTION OF DUTIES

This is an apprenticeship opportunity. The program for apprentices shall include thorough training under journeymen on all phases of composing room work including:

- Formatting hard copy and digital files into legislative publications using Adobe InDesign,
- File preparation for print/production,
- Formatting and pagination,
- Manipulating furnished electronic files and graphics from various applications,
- Preparing metal plates (burning/processing and inspection) for the pressroom,
- Electronic imposing and image-setting processing,
- Document scanning,
- Electronic photo retouching and graphic manipulation.

The apprenticeship is a four-year program with gradual pay increases per Union Contract. Upon successful completion of the apprenticeship, the individual will be moved into a Journeyman position.

MINIMUM QUALIFICATIONS AND ABILITIES

- Must possess high school diploma or GED Certificate.
- Previous experience in typesetting, page layout, and design a plus.
- Proficient typing skills.
- Strong proofreading skills and knowledge of grammar, spelling, and punctuation required.
- Experience with MAC-based systems and software, Latest version of Adobe Creative products, Microsoft Word, and PC experience desired.
- Strong organizational skills and attention to detail a must.
- Ability to be self-motivated and work independently while also communicating effectively within a team required.
- Strong interpersonal and communication skills required.
- Ability to manage multiple projects and proofread quickly and accurately under pressure and tight deadlines required.
- Excellent work attendance and punctuality is necessary.
- Must be willing and able to work overtime and irregular hours as required, including weekends, evenings, and holidays.

HOW TO APPLY

Online applications only are being accepted through the State of Michigan's NEOGOV system at governmentjobs.com/careers/michigan. Applicants must include the following two items as separate attachments in their online application: 1) cover letter outlining interest and qualifications, and 2) resume. **The deadline to apply is by 5:00 pm on November 27, 2023.** Current Legislative Council employees who wish to apply should contact the LSB Human Resources Office at HumanResources@legislature.mi.gov or call 517-373-9643.

ADDITIONAL REQUIREMENTS AND INFORMATION

The Legislative Council is a nonpartisan legislative information and service agency. The LSB's Legislative Printing Division is a union shop that provides composition and printing services for the production of legislative materials. This is an unclassified, non-Civil Service position in State government. All Legislative Council employees are considered "at-will," with the exception of LSB Printing Division union members. Employees are required to be non-partisan.

For questions, call the Legislative Service Bureau Human Resources Office at (517) 373-9643.

The Legislative Council accepts resumes and applications for employment only for current position vacancies. The Legislative Council is an Equal Opportunity Employer. Michigan law prohibits discrimination based on religion, race, color, national origin, age, sex, marital status, height, weight, arrest record or handicap, gender identity or expression, sexual orientation. If an accommodation is needed during the application process, please call the LSB Human Resources Office.