

Civil Division: Schools
Jurisdictional Class: Competitive
EEO Category: Service/Maintenance
Revised: 05/12/15

PRINTING ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a school district and primarily involves responsibility to aid in completing printing work orders by operating folding, binding, collating, high speed copier, presses, and other printing equipment. The work is performed under supervision of the Printing Supervisor, with leeway allowed for exercise of independent judgment in carrying out technical details of the work. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists in the operation of printing presses, folding, binding, drilling, collating, high speed copier and other printing equipment;
Prepares a variety of records and reports related to the work;
Maintains presses, plate processor and bindery equipment;
Keeps apprised of the status of work in the shop;
Packages printed materials;
Keeps track of supplies on hand.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of printing presses, and bindery equipment, including folders, drills, collators, cutters, high speed copiers and other ancillary equipment used in print shop production; ability to operate and maintain printing presses, bindery equipment including folders, drills, collators, cutters, high speed copiers and other ancillary equipment used in print shop production; ability to follow verbal and written instructions; ability to read and write legibly; good hand and eye coordination; organizational skills; interpersonal skills; dependable.

MINIMUM QUALIFICATION: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma **AND** three (3) years of experience in operating various printing equipment, such as, printing presses, folding, binding, drilling, collating, high speed copier; **OR**
- (B) Five (5) years of experience in operating various printing equipment, such as, printing presses, folding, binding, drilling, collating, high speed copier

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 10/12/82
Revised: 11/07/85, 05/05/94, 06/04/97, 03/15/99, 05/12/15