

Civil Division: BOCES
Jurisdictional Class: PJC – Non-Competitive
EEO Category: Skilled Craft
Revised: 12/22/05

SENIOR PRINTING AIDE

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a school district printing unit and involves responsibility for performing a variety of manual and machine tasks related to the printing and bindery process. Employees in this class provide post press finishing services to aid in completing work orders. The work is performed under supervision of the Printing Supervisor, with limited leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision over the work of others is not a responsibility of employees in this class. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares printed materials to be bound by hand or machine;
Binds pages using padding, hot seal plastic or other methods;
Cuts and trims printed matter into predetermined sizes using power cutter;
Drills holes using power paper drills;
Proofreads material submitted for printing prior to and after the work being completed;
Operates a variety of equipment related to printing, such as automated collators, staplers, binders, paper cutters, padding machines and photocopiers;
Packs and wraps printed materials;
Sets up and maintains all bindery equipment and automated machinery;
Monitors in-line bindery devices and removes stacked or bundled products for delivery;
Sets up and trouble-shoots all bindery machines;
Pulls sample products for inspection during run;
Cuts paper stock to required sizes for printing presses;
Cuts and trims finished products, using cutter;
Folds sheets into signatures;
Binds sheets or signatures into complete saddle-stitched and trimmed booklets by operating an automated bindery finishing machine;
Operates perfect (adhesive) bindery machines, bookbinding equipment, other small binding machines,
Performs manual binding operations;
Prepares a variety of records and reports related to the work;
Assists in determining the most efficient/economical means of finishing product;
May assist or operate small duplicating machines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of binding and print production equipment and practices; ability to independently complete and forward finished work; ability to operate automated collators, staplers, binders, paper cutters, and other finishing machines; excellent mechanical aptitude; good hand and eye coordination.

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MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's Degree in Graphic Arts or a closely related field;
OR
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years experience involving pressroom or post-press bindery **OR** industrial printing machine operation.

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

Adopted: 12/11/92
Revised: 08/08/96, 12/22/95