

Civil Division: BOCES
Jurisdictional Class: Non-Competitive
EEO Category: Service/Maintenance
Revised: 02/29/08

PRINTING AIDE

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a school district printing unit and involves responsibility to perform a variety of manual and machine tasks related to the printing and photocopying process to aid in producing a finished product. Employees in this class, while not actually operating the printing equipment itself, provide 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. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares printed materials to be bound and stapled by hand or machine collating;

Binds loose pages into pad form using hot seal, flat plastic or other methods;

Cuts and trims pads and other printed supplies into predetermined sizes using hand and power cutters;

Drills holes in pads and bound material for use in various sized notebooks using power paper drills;

Performs a variety of photocopying based on work orders from teachers and other staff;

Proofreads material submitted for printing prior to and after the work being completed;

Operates a variety of equipment related to printing, such as electric collators, staplers, binders, paper cutters, padding machines, and photocopiers;

Folds and staples printed materials into predetermined format;

Packs and wraps printed materials and forwards completed work to ordering agency;

Works with district personnel in selecting methods of photocopy duplication to be used on a particular job;

May prepare a variety of records and reports related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the principles and practices of photocopying printed material; working knowledge of binding, stapling, trimming and drilling printed materials; ability to complete and forward finished printed work; ability to operate electric collators, staplers, binders, paper cutters and padding machines; ability to operate a photocopy machine; good hand and eye coordination.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

Adopted: 10/12/83
Revised: 05/05/94, 06/04/97, 02/29/08