

Jurisdictional Class: Competitive
EEO Category: Service/Maintenance
Revised: 05/02/2018

PRINTING ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position primarily involves responsibility for aiding 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 a Printing Supervisor or Printing Manager, 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: Graduation from high school or possession of a high school equivalency diploma **AND** one (1) year of experience in the operation of printing and related equipment.

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

Adopted: 10/12/1982
Revised: 11/07/1985; 05/05/1994; 06/04/1997; 03/15/1999; 05/12/2015; 05/02/2018