

PRINT SHOP ASSISTANT II

DEFINITION

Under the direction of the County Printer, is primarily responsible for scheduling and completing copying and bindery along with assisting the Printer with offset duplicating and related tasks.

DISTINGUISHING CHARACTERISTICS

This is the second level classification in the County Printer series. Incumbents in this class perform a variety of duties in the operation, maintenance and repair of printing, high speed copier and bindery equipment. Incumbents are responsible for the timely completion of copying and bindery assignments with a minimum of supervision.

REPORTS TO

County Printer.

CLASSIFICATIONS SUPERVISED

None.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following: handling inquiries from County departments; operate high speed copier, offset presses, various bindery equipment; schedule work for copying/bindery; bill copying jobs; perform inventory control; proofread typesetting and perform paste-up; pickup and delivery of supplies and finished products to and from government agencies and private businesses; manage Printing Department in County Printer's absence; and perform related tasks as required.

TYPICAL PHYSICAL REQUIREMENTS

Frequently sit for extended periods; stand and walk or crouch, kneel, bend to pick up or move objects; physical ability to lift and carry objects weighing up to 70 pounds; normal

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manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of hand tools.

TYPICAL WORKING CONDITIONS

Work is performed in both office and outdoor environments; some exposure to controlled and hazardous substances and chemicals; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Working knowledge and practical experience in the management and operation of a Print Shop.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective relationships with others.
- Work efficiently and effectively with minimum supervision.
- Operate and maintain a high speed copier and various bindery equipment.
- Operate an offset printing press and platemaker.

Training and Experience:

- Extensive training and experience in various aspects of the Printing industry which will provide the required knowledge and abilities is qualifying.

Special Requirements:

- Possession of a valid California Driver's License issued by the State of California Department of Motor Vehicles.