



LOMPEC UNIFIED SCHOOL DISTRICT

PRINTING SERVICES ASSISTANT

JOB SUMMARY:

Under the direction of the Manager-Purchasing, provide a variety of support to the printing services department personnel; assist with binding, sorting, stacking, punching, duplicating and printing; assist with mailroom functions assigned; operate high-speed digital printing and peripheral equipment to ensure organizational printing needs and timelines are satisfied; perform various clerical and support duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in the production and packaging for delivery a variety of printed materials using printing and finishing equipment; complete and disseminate print shop jobs; assist with inspecting completed jobs to ensure work meets requested specifications, quality standards and quantity requirements.
- Assist with providing binding, sorting, stacking, punching, duplicating and printing services; assist the Printing Services Specialist with their workload.
- Perform mailroom responsibilities including the usage of postage equipment including receiving, sorting and distributing regular and bulk mail, affix postage to outgoing mail; weigh mail; ensure that District mail is processed timely and appropriately.
- Unload cargo pallets; restock shelves and maintain a safe, efficient and organized work space.
- Prepare completed jobs including binding, collating, shrink-wrapping for distribution.
- Operate high-speed digital printing equipment to reproduce a variety of materials for the assigned organization; receive, schedule and prioritize printing orders from various departments; ensure printing jobs meet established timelines.
- Prepare copiers for extended production runs and monitor equipment during the duplication process; monitor completed jobs and works in progress to ensure proper application of paper weights and sizes, digital printing processes, inks and related specifications.
- Review work submitted for reproduction; proofread work to ensure completeness, quality and clarity of original copy; collate, assemble, hole punch, stitch, fold, bind and staple reproduced materials as assigned; distribute completed projects.
- Perform a variety of clerical duties as assigned; input data and maintain various automated records; answer phones and provide general information; assemble materials and prepare routine correspondence; process various forms and applications.
- Compile information and prepare and maintain various records, files and reports related to assigned activities.
- Communicate with personnel, vendors and various outside organizations to exchange information and resolve issues or concerns.
- Clean and maintain equipment in efficient working condition; clear paper jams; replace toner and adjust minor malfunctions; perform minor repairs as directed; arrange for major repairs as needed.
- Attend meetings, trainings, and workshops as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Printing Services Assistant

Education and Experience:

Any combination equivalent to: graduation from high school and recent verifiable experience involving the operation of high-speed digital printing equipment.

Licenses and other Requirements

- Valid California Class C driver's license.

Knowledge of:

- Office duplicating processes and machines including high speed copiers and related finishing equipment.
- Principles, processes and equipment used in duplicating and high-speed photocopying.
- Basic methods, practices and terminology used in shipping and receiving functions.
- Oral and written communication skills.
- Basic inventory methods and practices.
- Health and safety regulations.
- Operation of a computer and assigned software.
- Interpersonal skills using, tact, patience and courtesy.
- Record-keeping and report preparation techniques.

Ability to:

- Operate high-speed reprographic and peripheral equipment to ensure organizational printing needs and timelines are satisfied.
- Perform various clerical and support duties as assigned.
- Perform a variety of shipping and receiving duties as assigned.
- Operate a computer and assigned software.
- Estimate and order supplies and equipment.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Complete work with many interruptions.
- Meet schedules and timelines.
- Understand and follow oral and written instructions.
- Make mathematical calculations with speed and accuracy.
- Observe health and safety regulations.
- Arithmetic calculations.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.
- Constant interruptions.
- Noise from equipment operation.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a variety of print shop equipment and a computer keyboard.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing or pulling heavy objects as assigned by position.
- Seeing to read a variety of materials and monitor printing operations.

- Bending at the waist, kneeling or crouching to retrieve and store supplies.
- Reaching overhead, above shoulders and horizontally.
- Hearing and speaking to exchange information.
- Generally, the job requires 5% sitting, 10% walking and 85% standing.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Non-Exempt

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Salary Range: 35