

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: PRINTING SERVICES ASSISTANT

BASIC FUNCTION:

Under the direction of the Printing Services Supervisor, perform duties in the production of printed materials for the District, staff and students; assist with metered and bulk mail duties; perform bindery and finishing work for assigned projects.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform duties in the production of printed materials for the District, staff and students; assist with printing and free printing requests according to established procedures.

Perform a variety of bindery and finishing work for assigned projects; operate a paper cutting machine to trim and cut large paper stock to appropriate size and dimensions; collate, assemble, hole punch, bind, staple and package reproduced materials.

Perform various bulk mailing projects and assist with metered mail for the District; sort mail and print envelopes; operate, make adjustments and repair mailing equipment as assigned.

Assist with the delivery of printed materials and mail to District Sites or departments as assigned; drive a District vehicle to conduct work.

Operate high speed copier equipment in the reproduction of high quality printed material; operate a variety of assigned equipment including a cutter, pallet jack, binding machines/equipment and stitcher machine; operate a computer and assigned software; maintain equipment in working order and perform basic and routine maintenance as necessary.

Communicate with printing personnel and District personnel to exchange information and resolve issues or concerns.

Maintain inventory according to established guidelines; maintain routine records and reports related to duties as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic methods, practices and terminology used in shipping and receiving functions.

Principles of high speed photocopying.

Inks and paper stock used in photocopying.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.
Binding procedures.
Bulk mailing.
Oral and written communication skills.
Basic inventory methods and practices.
Health and safety regulations.
Operation of a computer and assigned software.

ABILITY TO:

Produce quality photocopy work according to established production standards.
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 time lines.
Understand and follow oral and written instructions.
Observe health and safety regulations.
Observe legal and defensive driving practices.
Maintain, adjust and perform routine maintenance to equipment.
Operate a variety of finishing equipment.
Work independently with little direction.
Operate a District vehicle to conduct work.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent.

Experience: One year of experience involving the operation of high speed duplication equipment.

Any other combination of training and/or experience that could likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Print shop environment.
Subject to fumes, dust, and odors.
Constant interruptions.
Noise from equipment operation.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of assigned equipment.
Sitting, standing and walking 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 materials.
Reaching overhead, above shoulders and horizontally.
Hearing and speaking to exchange information.
Climbing ladders.

HAZARDS:

Working from heights.
Traffic hazards.
Working with machinery with moving parts