

CLASSIFIED JOB DESCRIPTION

DIGITAL IMAGING TECHNICIAN I

JOB SUMMARY:

Under administrative supervision, operates specialized high-speed offset printing presses and related equipment and reproduces printed material of varying complexity. Has basic knowledge and understanding of features and functions of operating high-speed digital imaging equipment. Performs well in a varied and constantly changing work environment.

ESSENTIAL JOB FUNCTIONS:

- Operates high-speed digital imaging equipment and auxiliary machines such as computers and assigned software, fax machines, addressing machine, cutter, puncher, folder, jogger, strapper, shrink-wrap machine, stapler, and other bindery machines or equipment. Duplicates forms, stationery, NCR forms, cards, envelopes, brochures, books, and other printed materials in one or more colors.
- Converts and manipulates paper originals into a digital format for imaging.
- Performs a wide variety of clerical duties such as computer entry, verifying, filing, recording, and compiling information for reports. Manages electronic online publications work requests.
- Assists in preparing departmental charges for completed jobs; maintains related billing records.
- Maintains accurate and current inventories on printing supplies and paper used in the Publications Department and orders supplies as needed.
- Responds to inquiries and provides information related to office programs, schedules, activities, policies, and procedures.
- Has a basic knowledge of United States Postal Service rules and regulations, sorting, presorting, inserting, addressing, and metering mail. Collects mail from the Education Service and Support Center.
- Performs related key operator functions, including minor cleanup and maintenance on all machinery. Keeps the Publications Department in a clean and orderly condition.
- Learns skills of other areas in the department.
- Assists customers with any Publication Department-related functions.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Ability to understand and follow oral and written directions; possess mechanical aptitude and manual dexterity; and maintain production speed with high quality of end product. Above average computer skills and knowledge in desktop publishing using Microsoft Suite, Adobe Acrobat Pro, and Quire Imposing.
- Basic knowledge of methods and operation of high-speed digital imaging equipment and other related reproduction machines; Postal Soft, Reena, and MCM mailing programs; computer networking; and copyright restrictions related to printed materials.
- Two years of successful experience preferred in the operation and maintenance of high-speed digital imaging equipment and other related equipment.

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- High school diploma or GED required.
- Ability to stand for extended periods of time; bend at the waist, kneel, or crouch; reach overhead above the shoulders and horizontally; lift, carry, push, and pull heavy objects.
- Ability to hear and speak to exchange information. Ability to see in order to view printed jobs and read a variety of materials.
- Ability to lift 70 pounds.

Classified Salary Schedule: Range 26

BOARD APPROVED: 11/16/99

REVISION DATES: 11/16/04

05/04/16

09/12/18

07/17/23

08/09/2023