RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: BINDERY WORKER I (Range 12)

BASIC FUNCTION:
Under direction of the Manager of Publications, perform a variety of bindery and finishing work for District printed materials; provide office support and information to customers, order supplies, file and maintain routine records.

REPRESENTATIVE DUTIES:
Operate and maintain bindery equipment to process printed materials such as bulletins, booklets, forms and letters. *E*

Cut, collate, bind, fold, stitch and staple, punch, pad and glue, wrap, and ship printed materials according to established work orders. *E*

Answer phones and provide information regarding jobs, billing and delivery; order supplies as needed. *E*

Assure quality control and organize billing information; operate a computer terminal to input print shop information and billings. *E*

Operate high-speed printing equipment and make minor adjustments and repairs as assigned. *E*

Assist machine operators with camera work, plate making, processing and paste-up as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
Proper bindery methods and techniques.
Proper operation of bindery machines and equipment.
Oral and written communication skills.
Proper lifting techniques.
Technical aspects of field of specialty.

ABILITY TO:
Heavy lifting.
Operate a variety of bindery equipment.
Establish and maintain cooperative and effective working relationships with others.
Prioritize and schedule work.
Work independently with little direction.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school and one year experience in the field of duplication, printing and/or bindery.

WORKING CONDITIONS:
ENVIRONMENT:
Indoor environment.
Noise from equipment operation.

PHYSICAL ABILITIES:
Dexterity of hands and fingers to operate assigned equipment.
Seeing to read and process various materials.
Hearing and speaking to exchange information in person or on the telephone.
Sitting or standing for extended periods of time.