PRINTING SERVICES TECHNICIAN

BASIC FUNCTION:
Under the direction of an assigned supervisor, operate high-speed reprographic and peripheral equipment to ensure county office printing needs and timelines are satisfied; perform various clerical and support duties, as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
• 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 to be completed as needed.
• Communicate with county office personnel and various outside organizations to exchange information and resolve issues or concerns.
• Compile information and prepare and maintain various records, files and reports related to assigned activities.
• Monitor inventory levels of designated equipment and supplies as directed; order, receive and maintain inventory of supplies and equipment; process purchase orders as assigned.
• Operate a variety of assigned equipment; including a collator, drill, binder, cutter, folder, scale, fax machine, computer and assigned software.
• Operate high-speed reprographic equipment to reproduce a variety of materials for the county office; receive, schedule and prioritize printing orders from various departments; ensure printing jobs meet established timelines.
• 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.
• Perform a variety of general shipping and receiving duties as assigned; receive, unload and inspect shipments for damage and conformity to purchase order specifications and packing slips; shelf, store and prepare items for delivery; monitor stock levels; review shipments for accuracy.
• 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.
• Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
• Comply with schedules, policies, regulations, procedures, orders and directives of the County Superintendent.
• Exhibit professionally appropriate interpersonal skills including, but not limited to, tact, patience, flexibility and courtesy.
• Maintain a safe work environment.
• Operate a variety of office equipment including, but not limited to, a computer and assigned software applications.
• Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
• Serve as a technical resource concerning assigned program, function or instructional area.
• Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:
• Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
• Basic inventory methods and practices.
• Basic math.
• Basic methods, practices and terminology used in shipping and receiving functions.
• Health and safety regulations.
• Office duplicating processes and machines, including high-speed copiers and related finishing equipment.
• Principles, processes and equipment used in duplicating and high-speed photocopying.
• Record-keeping and report preparation techniques.
• Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
• State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
• Theoretical and technical aspects of field of specialty.

ABILITY TO:
• Complete work with many interruptions.
• Estimate and order supplies and equipment.
• Maintain records and prepare reports.
• Make mathematical calculations with speed and accuracy.
• Meet schedules and timelines.
• Observe health and safety regulations.
• Operate high-speed reprographic and peripheral equipment to ensure county office printing needs and timelines are satisfied.
• Perform a variety of shipping and receiving duties as assigned.
• Perform various clerical and support duties as assigned.
• Understand and follow oral and written instructions.
• Analyze and evaluate situations accurately and adopt an effective course of action.
• Communicate effectively both orally and in writing.
• Interpret, apply and explain rules, regulations, policies and procedures.
• Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
• Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
• Work confidentially and with discretion.
• Work independently with little direction.
EDUCATION AND EXPERIENCE:

EDUCATION:
• High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.

EXPERIENCE:
• Two years of experience involving the operation of duplication equipment.

LICENSES AND OTHER REQUIREMENTS:
• This position requires a pre-placement medical assessment (paid for by FCSS) at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodation.

WORKING CONDITIONS:

ENVIRONMENT:
• Office and/or school facility environment.
• Regular interruptions.
• Small and large group meetings.

PHYSICAL DEMANDS:
• Bending at the waist, kneeling or crouching; climb or balance.
• Eyesight corrected or uncorrected sufficient to read a variety of materials including, but not limited to, fine print.
• Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
• Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
• Sitting, standing and/or walking for extended periods of time.
• Use hands to handle and/or feel; reach with hands and arms.
• Must frequently lift, push, pull or carry up to twenty-five (25) pounds and occasionally lift and/or move up to fifty (50) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:
Effective: July 1, 2003
Revised: November 14, 2017