



SAN JOAQUIN COUNTY OFFICE OF EDUCATION

Gaylord A. Nelson Education Center • 2901 Arch-Airport Road
Post Office Box 213030 • Stockton, California 95213-9030
Telephone (209) 468-4800

Job Description

POSITION TITLE:	<i>Printing Technician</i>	# 2295
SALARY PLACEMENT:	Range L, Classified Salary Schedule	

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Equivalent of the completion of the twelfth grade, with special training in the use of pressroom equipment. Experience of a closely related nature may be substituted.

DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:

AA Degree in Business/Accounting or related field

MINIMUM EXPERIENCE:

At least three years in a duplicating environment with demonstrated skill in the operation of an offset press and related equipment.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Operate a wide range of duplicating shop printing and binding equipment including an offset press and photo process equipment; communicate effectively with users. Knowledge of modern printing techniques, binding, packaging and priority scheduling; account and billing procedures. Be flexible and receptive to change.

SUMMARY OF POSITION:

Under general direction of management personnel, he or she is responsible for duplicating services; including the scheduling of printing orders, scheduling equipment maintenance and the ordering of necessary supplies. Does related work as required.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Receives and schedules printing orders from authorized county office personnel.
2. Maintains records and accounts for each user and bills proper accounts; submit to Business Office as required.
3. Operates various duplicating equipment used in the production, assembly and packaging of printed material, including high-speed photocopy and offset press.
4. Maintains files of plates, negative and artwork when future use may be a factor.
5. Reviews equipment maintenance schedules to be certain the equipment is in proper working order.
6. Cleans, adjusts and makes minor repairs to all pressroom equipment. Repairs are to be limited to level of capability.
7. Maintains an adequate supply of paper stock, duplicating chemicals and related supplies.

ESSENTIAL FUNCTIONS: (CONTINUED)

8. Establishes and maintains safe working procedures in using equipment, chemicals and handling materials.
9. Performs other related duties as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district office staff, and the public.