



Job Description

POSITION TITLE:	Senior Printing Technician	#2403
SALARY PLACEMENT:	Classified Salary Schedule Range 30	

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Equivalent of the completion of the twelfth grade, with special training in the use of production equipment. Experience of a closely related nature may be substituted. Possess at least three years of experience in a duplicating environment with demonstrated skill in the operation of modern production and related equipment.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess an AA Degree in Business/Accounting or related field.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Operate a wide range of duplicating shop printing and binding equipment including various digital front ends and scanners; 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 personnel. Facilitates mass mailing jobs and coordinates with the printing clerk as well as the Public Information Office for timeline completion.
2. Maintains records and accounts for each user and bills proper accounts; submits to Business Office as required.
3. Operates various duplicating equipment used in the production, assembly and packaging of printed material, including modern high-speed photocopy and digital front ends.
4. Network scans documents into a searchable PDF, scan to e-mail, scan to folder, and scan to PC.
5. Reviews equipment maintenance schedules to be certain the equipment is in proper working order or contacts vendor for maintenance support.
6. Cleans, adjusts and makes minor repairs to all production equipment. Repairs are to be limited to level of capability.
7. Maintains and orders an adequate supply of paper stock, duplicating chemicals and related supplies.
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.

6/10/2013 sc