

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105740
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Printing & Mail Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005584	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION College Intern		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005586 Printing Machine Supervisor	
	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 98 Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 a.m. TO: 4:30 p.m. Report in location subject to change			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	70	Operates bindery equipment to finish printed materials: (e.g., folders, paper cutters, drills, stitchers, booklet makers, shrinkwrapper, offline binders, padders, offline collators, copiers).	Knowledge of (1) safety practices. Skill in (2) operation of equipment required by assignment;* (3) operation of personal computer using Microsoft Office Suite. Ability to (4) carry out instructions in written, oral or picture form; (5) recognize safety warnings.	
	25	Performs electronic file transfers & format editing: works with Digipath software for transferring electronic files to printers connected to network; prepares PDF files with Adobe software when necessary; works with Microsoft Office Suite & other related software programs for the use of digital printing (e.g., PageMaker, Quark Express, Corel Word, Freehand and other related software programs); operates scanner; operates duplicating equipment to produce printed materials.	Skill in 2*, 3 (e.g., Adobe software*, PageMaker,* Quark Express,* Corel Word,* Freehand,* & MS Office Suite). Ability to 4, (6) answer routine inquiries regarding the use and transfer of electronic printed files.	
	5	Lifts, pulls, pushes & otherwise moves printed materials weighing up to 50 lbs. onto flatbed or two-wheel carts for delivery to customers: coordinates pick up & delivery of jobs with delivery drivers; stocks shelves, cleans & maintains equipment. Other duties as assigned.	Knowledge of 1 Ability to 4, 5, (7) cooperate with co-workers on group projects; (8) demonstrate strength to lift, push, pull & otherwise move up to 50 lbs.	
			*developed after employment	
JOB CODE 99940	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhonen/ce</i>	
			DATE 3/11/10	

apd 3-15-10al