

# 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  
20005590

Reclassification     New Position     Update    Position Hyperlinked to   
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
College Intern

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005603 Printing Machine Supervisor

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible     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 Digi-path 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 use of digital printing (e.g., PageMaker, Quark Express, Corel Word, Freehand & 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 use & 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

*Appl 8-10-10 (aw)*

JOB CODE TITLE  
College Intern

JOB CODE  
99940

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhorpe*

8/10/10