

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

POSITION NUMBER 20005591	<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 20005603 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: 7:30AM TO: 4:30 PM			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Under direction of Printing Machine Supervisor, assists with basic printing functions within Office of State Printing & Mail Services: 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); 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

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	<i>Jeffrey Westhoven/</i>	11/19/09

Apr 11-2009al
 JOB CODE
99940