

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
20005598

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: 8:00 a.m. TO: 5:00 p.m. Report-in location & work hours subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
75	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.
20	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

App 8.3.11 AR

JOB CODE TITLE
College Intern

JOB CODE
99940

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey M. Castrom

8-3-11