

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

POSITION NUMBER 20005605	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Printing Machine Operator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005586 Print Machine Supervisor	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt  If FLSA Exempt, exemption type:	Bargaining Unit 09  Page 1 of 1
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30AM    TO: 4:30PM <b>(Part-time)</b> Report in location subject to change.				

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Operates & monitors variety of high speed cut sheet & continuous feed printers, black & white & color duplicating equipment & offset printing presses to produce high quality & specialized printed materials (e.g., Xerox, Konica Minolta, Canon, Kodak, Océ): operates various printing software systems for transferring & manipulation of output production for desktop & network printing; prepares PDF files; works with Microsoft Office Suite & other related software programs for use in digital printing (e.g., PageMaker, Quark Express, Corel Word, Freehand, Indesign, Printshop Mail, & other related software programs); operates bindery equipment to finish printed materials (e.g., folders, paper cutters, drills, stitchers, booklet makers, shrinkwrapper, offline binders, padders, offline collators, GBC Twinloop Binder); cleans & performs routine minor maintenance on printers & peripheral equipment; operates document scanning equipment & uses various software programs to index scanned documents into digital files.	Knowledge of (1) safety practices Skill in (2) operation of equipment required by assignment; (3) operation of personal computer using Microsoft Office, Adobe software*, PageMaker*, Quark Express*, Corel Word*, Freehand*, Indesign*, & Printshop Mail*, (4) JES3/MVS messaging. Ability to (5) carry out instructions in written, oral or picture form; (6) recognize safety warnings; (7) answer routine inquiries regarding the use and transfer of electronic printed files; (8) cooperate with co-workers on group projects.
30	Loads/unloads vehicles, picks up/delivers copy center printed materials to & from customers & maintains warehouse: lifts, pulls, pushes & otherwise moves printed materials in containers weighing up to 50 lbs. each onto flatbed or two-wheel cart (i.e., may require extensive walking & operation of state owned delivery van in accordance with DAS Directive 06-14); coordinates pick up & delivery of jobs with customers; stocks shelves; maintains accurate & up-to-date inventory of all supplies & warehouse items; ensures stock has been properly acclimatized prior to use.	Knowledge of 1, (9) inventory control. Skill in 2 Ability to 5, 6, (10) demonstrate strength to lift, push, pull & otherwise move up to 50 lbs.; (11) obtain & maintain valid driver's license.
20	Performs clerical support functions: logs data into Excel spreadsheets for further breakdown of monthly production reports; answers routine questions for customers to help expedite jobs; converses with other copy centers daily to help expedite location of jobs for printing; supplies supervisor with data reports when requested; works with Microsoft Outlook for e-mailing correspondence to other copy center personnel; may be required to work in satellite centers; performs other related duties as required.	Skill in 3 (e.g., Excel, Outlook). Ability to 8, (12) complete routine forms; (13) maintain accurate records and reports; (14) listen & communicate customers' needs.  *developed after employment

JOB CODE 52731	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		<i>Jeffrey Westhoven</i>	11/3/09