

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105770
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Printing & Mail Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20071797	<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 Printing Machine Operator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization
<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent		<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" 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: 12:00 AM TO: 8:30 AM Report in location & work hours 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; (2) JES3/MVS messaging. Skill in (3) operation of equipment required by assignment; (4) operation of personal computer & associated hardware/software (e.g., Microsoft Office, Adobe software, PageMaker, Quark Express, Corel Word, Freehand, Indesign, Printshop Mail). Ability to (5) carry out instructions in written, oral or picture form; (6) recognize safety warnings; (7) answer routine inquiries regarding use & 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 4 (e.g., Excel, Outlook). Ability to 8, (12) complete routine forms; (13) maintain accurate records & 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/ka</i>	10/18/12

Apt 10.18.12/ka