

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Printing

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
College Intern

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005586 (13500.0) Printing Machine Supervisor

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:30 am to 4:30 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
70	Operates a variety of high speed duplicating equipment to produce high quality & specialized printed materials: operates Digipath software system & network printers; operates bindery equipment to finish printed materials (e.g., folders, paper cutters, drills, stitchers, booklet makers, shrinkwrapper, offline binders, padders, offline collators).	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	Works with Digipath software for transferring electronic files to printers connected to the network: prepares PDF files with Adobe software when necessary; works with Microsoft Office Suite & other related software programs for the use of digital printing (e.g., PageMaker, Quark Express, Corel Word, Freehand and other related software programs).	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.	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

POSITION CONTROL NUMBER
20005590 (13506.0)

CLASS TITLE
College Intern

CLASS NUMBER
99940

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven

9/25/07

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