

<h1 style="margin:0;">POSITION DESCRIPTION</h1>	OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES	AGENCY Department of Administrative Services
		DIVISION OR INSTITUTION General Services Division
		UNIT OR OFFICE State Printing

POSITION NUMBER 20006004 (13530.0)	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change		County of Employment Franklin	
	USUAL WORKING TITLE OF POSITION Printing Machine Operator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005596 Management Analyst Supervisor 1	
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 7:30 am to 4:30 pm			Page 1 of 1
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
JOB CODE TITLE Printing Machine Operator JOB CODE 52731	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics	
	50	<p>Operates offset printing set-up & production equipment &/or offset or letter press printing machines to print production jobs of agency data & operate peripheral printing/finishing equipment to complete production: operates variety of high speed black & white & color duplicating equipment & offset printing presses to produce high quality & specialized printed materials (e.g., Xerox , Konica Minolta , Canon , Kodak); operates various printing software systems 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 (e.g., PageMaker, Quark Express, Corel Word, Freehand, Indesign, Color Splitter software, Printshop Mail, & other related software programs) for use of digital printing (lifts, pulls, pushes & otherwise moves printed materials in containers weighing up to 50 lbs. each that contain completed print jobs); 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); maintains accurate & up-to-date inventory of all supplies & warehouse items (e.g., lifts & moves boxes weighing up to 50 lbs. to stock shelves & printers); ensures stock has been properly acclimatized prior to use; cleans & maintains equipment; operates document scanning equipment & uses various software programs to index scanned documents into digital files.</p>	<p>Knowledge of (1) safety practices. Skill in (2) operation of equipment required by assignment (e.g., Xerox, Konica Minolta, Canon, Kodak); (3) operation of personal computer using Microsoft Office, Adobe software , PageMaker , Quark Express , Corel Word , Freehand , Indesign , Colorsplitter , & Printshop Mail . Ability to (4) carry out instructions in written, oral or picture form; (5) recognize safety warnings; (6) answer routine inquiries regarding the use and transfer of electronic printed files; (7) cooperate with co-workers on group projects.</p>	
	30	<p>Operates state owned delivery vehicles to transport materials: loads/unloads vehicles & picks up/delivers copy center printed materials to & from customers: 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 delivery van in accordance with DAS Directive 06-14); coordinates pick up & delivery of jobs with customers.</p>	<p>Knowledge of 1, (8) inventory control. Skill in (9) operation of state owned delivery vehicle. Ability to 4, 5, (10) demonstrate strength to lift, push, pull & otherwise move up to 50 lbs.; (11) obtain & maintain valid driver's license.</p>	
	20	<p>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 related duties as required.</p>	<p>Skill in 3 (e.g., Excel, Outlook). Ability to 7, (12) complete routine forms; (13) maintain accurate records and reports; (14) listen & communicate customers' needs.</p> <p>*developed after employment</p>	
List Position Numbers and Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/ao</i>	DATE 3/20/07	

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