

KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
PRINT SHOP ASSISTANT

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Purchasing & Materials Mgmt	A/1/1	Nonexempt

<u>CLASS SUMMARY:</u>
<p>The Print Shop Assistant is the first level in a two level series. Incumbents are responsible for assisting in the conduct of print shop work running and maintaining high volume copying machines and bindery equipment.</p> <p>Duties include stapling, collating, and spiral binding print jobs; starting jobs on copiers and dividing up jobs by date due; stocking paper supplies; operating copiers, binders, collators, laminators, shrink wrap, wire stitch, electric power cutter, paper drill, and adding machines; and, maintaining copiers and bindery equipment.</p> <p>The Print Shop Assistant is distinguished from the Printing Technician in that the former has responsibility for copying machines and bindery equipment use and the latter has responsibility for operating and maintaining printing presses and cameras.</p>

<u>ESSENTIAL DUTIES:</u>	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
Operates and maintains equipment such as copiers, binders, collators, laminators, shrink wrapper, wire stitcher, electric power cutter, paper drill, and adding machines including copying, stapling, collating, binding and completing print jobs.	Daily 50%	A/1
Performs customer services including answering phone requests, following up on incoming orders, answering copying-related questions, providing price estimates, picking up and dropping off jobs at other departments.	Daily 25%	A/1
Stocks paper and printing supplies.	Weekly 10%	A/1
Performs other duties of a similar nature and level as assigned.	As Required	

<u>Training And Experience:</u>
High School Diploma or GED and six months experience operating copying and binding equipment is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.



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Licensing/Certification Requirements:

- None

Knowledge of:

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Copying and binding practices and techniques;
- Safety procedures.

Skill in:

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Operating copying and binding equipment;
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

ADA and Other Requirements:

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, chemicals, and intense noises.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Class History Information:

Prepared by Fox Lawson & Associates 10.24.08

