

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: **Print Shop Assistant**

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|---|--------------------------------------|-----------------------------------|
| BAND | GRADE | SUBGRADE |
| A | 1 | 1 |
| DEPARTMENT: Communications | ACCOUNTABLE TO: Supervisor | FLSA STATUS: Non-exempt |
| CLASS SUMMARY: Incumbents are responsible for assisting in the completion of print shop work by running and maintaining high volume copying machines and bindery equipment. 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. | | |
| DISTINGUISHING CHARACTERISTICS: The Print Shop Assistant is the first level of a three level print shop series. The Print Shop Assistant is distinguished from Printing Technician which is responsible for operating and maintaining printing presses and cameras. | | |

| DUTY NO. | ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.) | FRE-QUENCY | BAND/ GRADE |
|----------|--|-------------|-------------|
| 1. | Operates and maintains copiers, binders, collators, laminators, shrink wrapper, wire stitch, electric power cutter, paper drill, and adding machines. | Daily | A1 |
| 2. | Performs customer service to include answering telephones, following up on incoming orders, answering questions, giving price estimates, and picking up new jobs and dropping off completed jobs at other departments. | Daily | A1 |
| 3. | Divides up jobs by due date; starts jobs on copiers; and staples, collates, and spiral binds completed print jobs. | Daily | A1 |
| 4. | Stocks paper and printing supplies. | Weekly | A1 |
| 5. | Performs other duties of a similar nature or level. | As Required | N/B |

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Knowledge (position requirements at entry):

Knowledge of:

- Correct method for operating copy machines and related equipment;
- Basic mathematics.

Skills (position requirements at entry):

Skill in:

- Using equipment such as copiers, binders, collators, laminators, shrink wrapper, wire stitch, electric power cutter, paper drill, and adding machines;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma and six months experience operating copying and binding equipment; or, any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

None required.

Physical Requirements:

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, lifting, 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.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (kw)

Date: 3/98