

PRINTER I

NATURE AND VARIETY OF WORK

This is entry level work involved in the operation of high speed precision offset presses and related machines. Work involves accurate and efficient operation of machines to assist in producing a variety of documents such as budgets, pamphlets, books, and other County publications. Work also involves the adjustment and servicing of the machines assigned to the printing and reproduction function. Work is performed under close supervision of the Printing and Reproduction Supervisor and work is reviewed for quality, quantity, accuracy and neatness.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Checks job sheet received and verifies requirements.

Assists in operating photo=plate making machine which makes plates for offset reproduction.

Assists in retouching negatives prior to burning of plates for offset reproduction.

Assists in adjusting camera for proper reduction, enlargement or one-to-one plates of object being photographed for reproduction.

Assists in cutting paper to specification, determines need for types of plate and makes plastic and metal.

Assists in adjusting, cleaning, servicing and otherwise sets up for specific reproduction jobs.

Operates multilith 1250 W on straight run work, forms and other jobs requiring black ink.

Assists in adjusting or making minor repairs upon other print shop equipment including presses, duplicators, collators, stichers, folder/inserters, folders, paper cutters, and similar or related equipment.

Will receive training in the production of single color and multicolor printing material and resolving technical printing problems.

May operate Harris 125 and Davidson 700 and 702 and high speed duplicators and other printing equipment as required including bindery equipment.

Prepares routine records and reports such as units produced and time distribution per function.

Participates in occupational development.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Working knowledge of operation and basic maintenance requirements of offset and related duplicating equipment.

Some knowledge of a variety of offset presses and the various types of plates, paper, ink and processes appropriate for effective utilization of offset equipment.

Working knowledge of basic mathematics.

Skill in the operation and care of the offset duplicating equipment.

Ability to follow detailed written and oral instructions.

Ability to keep routine records and to prepare reports from records.

Ability to work under stressful situations such as handling large volume of assignments, meeting deadlines and to stand for long periods of time.

Good visual acuity and physical dexterity.

MINIMUM QUALIFICATIONS

Graduation from high school with completion of vocational training in the printing trade, plus one (1) year of experience in the operation of precision offset presses and related machines; or an equivalent combination of education, training and experience.

NEW: 9/86

REVISED: CB-18-1987