

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	PRINTER I
DEPARTMENT:	GENERAL SERVICES
REPORTS TO:	BUYER

CLASS CODE: 07876
FLSA STATUS: N
DATE: revised 10/03

JOB SUMMARY AND DISTINGUISHING FEATURES:

This class performs duties in the operation of equipment to print all materials for the County. The work consists of entry-level technical duties associated with printing materials for the County. Incumbents in this classification work under direct supervision within a framework of standard policies and procedures.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Determines most effective way in which to handle printing orders including color and type of paper, scheduling the work, type of printing and layout.

Sets up and operates offset printing machine, high-speed copier, collator, and stapler.

Proofs and reviews initial copies prior to printing.

Process requisitions for each printing job and prices finished printing jobs.

Operates process camera including film exposure, development, and stripping.

Performs bindery work.

Confers with other departments and offices regarding design and execution of printing orders.

Maintains inventory and requisitions supplies and parts.

Performs routine maintenance of printing equipment including cleaning, filling, loading, lubricating, and routine repairs.

Performs routine maintenance of the work area.

Makes ID photos for County employees.

Prepares light-sensitive plates for printing by burning plates on carbon-arc plate burner.

Supervises inmates, work release and community service individuals in the performance of printing duties.

Assists with sorting, processing and distributing mail.

Assists in purchasing items.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Copy Machine	Paper Cutter	Folder	Paper Drill	Saddle Stitcher
Offset Press	Process Camera	Joger	Light Table	Hand Collators
Electric Stapler	Typewriter	Triangle	T-Square	Exacto Knife
Mechanical Tools	Plate Maker			

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Level I:

High School diploma or GED; and,

A basic knowledge of materials, tools, and safety practices, and the ability to learn related job functions in order to perform a variety of related tasks under direct supervision; and

Six months to one year of related experience: or,

Any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Printing practices and techniques.

Paper grades, durability, absorbency and other qualities.

Record keeping, report preparation, filing methods and records management techniques.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Standard business arithmetic, including percentages and decimals.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, meeting critical deadlines, and following up on assignments under direct supervision.

The use, maintenance, and routine repairs of all equipment and tools utilized in the performance of the essential functions of the job.

Accurately proofreading copy with accompanying knowledge of grammar, punctuation and spelling.

Communicating clearly and effectively, both orally and in writing.

Mental and Physical Abilities:

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to write routine reports and correspondence.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to deal with problems involving several concrete variables in standardized situations.

Ability to prioritize and supervise the work of others and meet scheduled deadlines.

While performing the essential functions of this job the employee is regularly required to stand, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, speak and hear, and lift and/or move up to 10 pounds.

While performing the essential functions of this job the employee is occasionally required to walk, sit, and lift and/or move up to 100 pounds.

Working Conditions:

While performing the essential functions of this position the employee is frequently exposed to work near moving mechanical parts, risk of electrical shock, and toxic or caustic chemicals.

The incumbent's working conditions are typically very loud.

file: PRINT1.DOC

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.