

CORONA NORCO UNIFIED SCHOOL DISTRICT**CLASS TITLE: PRINTING SERVICES TECHNICIAN I****BASIC FUNCTION:**

Under the direction of an administrator, perform a variety of duties in the operation of bindery functions in support of the District's reprographics department; provide materials needed by district and school personnel. Greet and provide customer service; assist in job orders such as typesetting, preparing materials for processing, operating other related printing equipment.

DISTINGUISHING CHARACTERISTICS:

The Printing Services Technician I classification is the entry-level classification in the series. Incumbents work under close supervision and perform work in the operation of bindery functions and assist the Printing Service Technician II & III in operating printing equipment and printing a variety of projects. The Printing Services Technician II classification is responsible for performing technical functions in the high volume production of a variety of materials and provide information and assistance to print production users. Incumbents are experienced-level and work under general supervision and provide customer service in support of projects in the printing services department. The Printing Services Technician III classification is the advanced-level position in the series. Incumbents work independently and perform a variety of complex technical duties involved in the creation and graphic design of camera-ready artwork for printing purposes and semi-skilled duties in the operation of large and complex offset press, letter presses, dye cuts and related duplicating equipment.

ESSENTIAL DUTIES:

- Perform bindery functions and operates bindery equipment.
- Provide materials needed by district, school personnel and other customers.
- Provide customer service, status of job orders, and assist in planning and developing printing projects.
- Operate a variety of office equipment including a computer and software.
- Maintain and file records pertaining to production, job orders, and data entry.
- Verify, follow and complete routine job orders.
- Stock shelves; maintain print shop in a clean and safe condition.
- Communicate with student, staff, parents and outside agencies to exchange information, coordinate activities and resolve issues.
- Assist with preparing files for printing.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE/ABILITIES:

Basic methods, operation, and maintenance of bindery and printing equipment.

Communicate effectively both orally and in writing.

Maintain routine records related to work performed.

Answer telephones and greet the public courteously.

Follow and ensure compliance with health and safety practices.

Operation of a variety of office equipment, a computer and software.

Interpersonal skills using tact, patience and courtesy.
Proper storage of printing chemicals and other materials or supplies.
Prioritize, schedule and meet timelines.
Establish and maintain cooperative and effective working relationship with others.
Learn to operate new equipment and adapt to changing technology.
Accurately perform mathematical computations and measurements.
Work in a fast paced, high volume environment.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent and one (1) year of experience involving the operation of quantity material reproduction in the reprographic field.

LICENSES AND OTHER REQUIREMENTS:

Valid driver's licenses, TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and specialized equipment.
Hear and speak to exchange information in person and on the telephone.
Sit or stand for extended periods of time.
See to read a variety of materials and monitor printing operations.
Lift, carry, push or pull objects weighing up to 50 pounds and 51 pounds with assistance.
Bend at the waist, kneel or crouch to retrieve and store supplies.
Reach overhead, above the shoulders and horizontally.
Work around or with machinery having moving parts.
Exposure to ink, chemicals and papers used in printing operations.
Noise from equipment operation.