

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

PRINT SHOP ASSISTANT

DEFINITION

To perform a variety of duties in assisting in printing, binding, collating, processing and preparing printed materials; and to assist print shop staff in general printing operations.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Operates a variety of print shop equipment including bindery, folder, paper drill, jogger, cutter, special binding, and staplers. Collates materials both manually and with machinery. Manually strips negatives and processes plates. Operates copier. Assist with entry log, boxes, or wraps and labels finished jobs for delivery. Files negatives and plates. Prepares simple paste-ups. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities: Knowledge of photcopy machine operation. Knowledge of general types of materials used in printing. Knowledge of safe work practices. Ability to set up and operate photcopy machines. Ability to learn to operate a variety of binding, collating, and other equipment related to print shop operations. Ability to understand and follow oral and written instructions. Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to communicate effectively, both orally and in writing.

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some experience in operating a variety of photocopying and elementary print shop equipment is desirable.

Training:

Equivalent to the completion of the twelfth grade.

Reviewed and Agreed to by:

Incumbent; _____ Date: