

DIGITAL PRINTING TECHNICIAN ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This work involves assisting the Digital Printing Technician and is responsible for the efficient and accurate operation of automated cutting, folding and other bindery finishing equipment. The work is highly technical and requires specialized training. The incumbent typically works under the general supervision of higher-level supervisory staff in the Information Technology Department. A Digital Printing Technician Assistant does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists in the operation of high-speed digital printers;
- Maintains daily print job production logs and daily delivery manifests;
- Loading and changing of various paper sources in equipment;
- Organize and move heavy objects;
- Maintain a supply list of all paper products
- Monitors quality of job output for correctness and image quality;
- Operate cutters, folders and other bindery finishing equipment;
- Troubleshoots equipment problems and performs daily, weekly and monthly maintenance on equipment as required;
- Logs HVAC systems readings;
- Communicates with customers, graphic artists, communication team and supervisor on job or deadline issues and any other pertinent information;
- Delivers finished product;
- May use a personal computer in the performance of duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the operation and maintenance of automated bindery equipment and cutting tools, techniques and terminology; good knowledge of printing inks, papers and other materials; good knowledge of the tools, terminology and uses of equipment used in preparation of printed materials; ability to manage multiple tasks with frequent interruptions; ability to work in a fast paced environment; ability to maintain confidentiality; ability to work well in a team environment; ability to communicate, interact and work effectively with others; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one year of experience in a mechanical or electronic technology related field.

NOTE: One year of study in a college or university may be substituted for the 1 year of experience if it includes at least 9 credit hours in management information systems, computer science, information technology or a closely related field

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

SPECIAL REQUIREMENT FOR APPOINTMENT: In agencies where required, possession and maintenance of appropriate class New York State Motor Vehicle Driver's license.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS / BOCES:

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 4/10/14

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