

SENIOR PRINTER

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the production and quality control of work being performed in an offset printing shop. Duties also involve job scheduling, purchasing, billing, and quality control. The work is performed under general supervision. A Senior Printer does related work as required.

TYPICAL WORK ACTIVITIES:

- Operates a variety of machinery and equipment in the reproduction of forms, envelopes, and other materials including, but not limited to: offset printing, collating, cutting, and binding machinery;
- Prepares negatives for the making of master plates;
- Cuts, collates, assembles, binds, and folds printed material for distribution;
- Makes adjustments and performs basic and preventative maintenance on machinery and equipment;
- Orders materials necessary for the operation and maintenance of equipment;
- Orders, receives, and stores supplies and materials used by the printing shop;
- Keeps accurate records of job orders, departmental billing, completed work, master plates, and inventory;
- Schedules and prioritizes work to be completed;
- May make recommendations as to the need for, and types of, equipment to be purchased;
- May use a personal computer in the performance of duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the operation of all equipment used in an offset printing shop; good knowledge of office terminology, procedures, and equipment; good knowledge of safety procedures and practices involved in a print shop; good knowledge of business arithmetic and English; mechanical ability; ability to organize and file records efficiently and accurately; ability to carry out oral and written instructions; ability to get along well with others; physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and three years experience in the operation of offset printing equipment.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 3/28/90