



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

<b><u>PRINT SHOP ASSISTANT</u></b>			
<b>DEPARTMENT/SITE:</b>	District Print Shop	<b>SALARY SCHEDULE:</b>	Classified Bargaining Unit
		<b>SALARY RANGE:</b>	16 per 2023-2024 Schedule
		<b>WORK YEAR:</b>	12 Months (260 Days)
<b>REPORTS TO:</b>	Print Shop Supervisor	<b>FLSA:</b>	Non-Exempt

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a full range of bindery assignments requiring the operation of a variety of finishing equipment; operate high-speed duplicating equipment; deliver finished print orders; and maintain copiers and related bindery equipment. The incumbents in this classification assist in providing students with quality printed materials for classroom instruction and student activities which directly support student learning.

**DISTINGUISHING CHARACTERISTICS:**

The **Print Shop and Specialty Item Technician** is the third level in the series and, in addition to being assigned the functions and duties of the **Print Shop Technician** class, is further distinguished by additional responsibilities for facilitating the design, ordering, processing, and billing for the branded clothing and specialty items requested by school sites. The **Print Shop Technician** is the second level in the series, and is responsible for the production of a variety of printed materials using high speed digital copiers and other reproduction and finishing equipment. The **Print Shop Assistant** is the first level in this series operating under closer supervision to perform a range of bindery and other finishing assignments as well as operating high speed duplicators, assisting in the delivery of finished orders, and maintaining copiers and bindery equipment.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Assist in the production of a variety of printed materials using reprographic and finishing equipment including high-speed digital copiers, booklet makers, cutters, binders, folders, drills, padding machines, shrink wrappers, printers, scanners, laminators, computers and assigned software; stock copiers with proper paper according to project specifications.

Maintain equipment in proper working condition; clear paper jams; replace parts and toner and adjust equipment in response to minor malfunctions; perform minor repairs on duplication and other equipment as directed; report major maintenance and repair needs to appropriate personnel.

Initiate and receive telephone calls concerning assigned printing functions; greet and assist visitors; confer with staff concerning printing needs, requests, orders, deliveries and timelines; prepare, distribute and respond to a variety of correspondence.

Monitor inventory levels of printing supplies; receive stock, assist with ordering and maintain adequate stocks of supplies.

Package, shrink wrap and place printed materials into envelopes as needed; prepare, process and assemble print orders as needed.

Prepare and maintain various records and reports related to projects, materials and assigned activities.

Maintain assigned areas in a clean and orderly condition.

Maintain records related to Print Shop production and assist with preparation of department invoices.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Office duplicating processes and machines including high-speed digital copiers, computers and related peripherals and finishing equipment.

Practices, procedures, techniques and equipment used in duplicating and high-speed photocopying.

Oral and written communication skills.

Bindery procedures and equipment.

Paper stock used in printing.

Health and safety regulations.

Operation of a computer and assigned software.

Interpersonal skills using tact, patience and courtesy.

Record keeping techniques.

Basic mathematics (e.g., to measure image and page sizes, calculate supplies needed for a duplication order).

**ABILITY TO:**

Operate high-speed digital copiers and related peripherals and finishing equipment in the printing and reproduction of a variety of materials for District school sites and departments.

Operate a T-Shirt press

Cut, collate, staple, pad, drill, hole punch, fold, assemble and bind reproduced materials.

Produce quality printed work according to established production standards.

Maintain, adjust and perform routine maintenance to equipment.

Operate a computer and a variety of specialized software.

Meet schedules and timelines.

Understand and follow oral and written instructions.

Observe health and safety regulations.

Work independently with little direction.

Maintain records and assist in preparing production reports and invoices.

Communicate effectively both orally and in writing

Establish and maintain effective working relationships with others and provide satisfactory customer service.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school graduation and experience operating one or more of the following: high speed digital copiers, computers, printers and related bindery equipment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License.

Maintain qualification for automobile insurance coverage.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Print shop environment.

Constant interruptions.

Continuous exposure to loud noise.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a variety of reprographic equipment.

Sitting or standing for extended periods of time.

Regularly lift up to 50 pounds and carry, push, and/or pull heavy objects.

Seeing to read a variety of materials and monitor printing operations.

Bending at the waist, kneeling or crouching.

Reaching overhead, above shoulders and horizontally.

Hearing and speaking to exchange information.

**HAZARDS:**

Working around or with machinery having moving parts and sharp blades.

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**JOB CLASS HISTORY**

Approved: GB 12/06/11; PC 12/15/11 (Ewing)

Revised (EH&A / MGT Consulting) PC: 02/24, GB: 03/24