

**CAJON VALLEY UNION SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**CLASS TITLE: PRINT SHOP ASSISTANT**

**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.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

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 time lines; prepare, distribute and respond to a variety of correspondence.

Monitor inventory levels of printing supplies; receive stock, assist with ordering and maintain inventory 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 related duties as assigned.

**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.

**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.

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 variety of specialized software.

Meet schedules and time lines.

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 operative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school 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.  
Lifting up to 50 lbs., carrying, pushing or pulling 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.