

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: PRINT SUPPORT TECHNICIAN

BASIC FUNCTION:

Under the direction of the Supervisor – Print Services, operate computer aided high-speed and other reprographic equipment, bindery and auxiliary equipment for the purpose of reproducing a variety of printed materials; assure the accurate and timely completion of printing projects and for the safe and proper operation of offset presses and related equipment.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Operate computer aided high-speed and other reprographic equipment to reproduce a variety of materials for the Santa Clara County Office of Education, districts, and other organizations; reproduce a variety of printed materials, including brochures, envelopes, newsletters, letterhead, instructional materials, flyers, manuals and other materials; receive, schedule, and prioritize printing orders from various departments; assure printing jobs meet established timelines.

Prepare copiers for extended production runs and monitor equipment during the duplication process; monitor completed jobs and work in progress to assure proper application of paper weights and sizes, digital printing processes, inks and related specifications.

Review work submitted for reproduction; proofread work to assure completeness, quality and clarity of original copy; serve as technical resource to personnel and outside agencies regarding designated printing activities, time lines, layouts and related functions; participate in the development and implementation of printing projects.

Collate, assemble, hole punch, fold, bind and staple reproduced materials; cut and finish printing projects; prepare finished jobs for delivery; distribute completed projects.

Perform a variety of shipping and receiving duties as assigned; receive, unload, and inspect shipments for damage and conformity to purchase order specifications and packing slips; shelve, store and prepare items for delivery; monitor stock levels; review shipments for accuracy.

Perform a variety of clerical duties as assigned; input data and maintain various automated records; answer phones and provide general information; assemble materials and prepare routine correspondence; process various forms and applications.

Set up and reproduce various materials for distribution through the United States Post Office; acquire and utilize required permits, insertion, addressing and delivery with verification to post office

Operate a variety of assigned equipment including a collator, drill, binder, duplo, cutter, folder, scale, fax machine, computer and assigned mailing and desktop publishing software, including the Adobe Creative Suite.

Exhibit proficiency in Adobe InDesign, Adobe Illustrator and Adobe Photoshop.

Compile information and prepare and maintain various records, files and reports related to assigned activities.

Communicate with personnel and various outside organizations to exchange information and resolve issues or concerns.

Monitor inventory levels of designated equipment and supplies as directed; order, receive and maintain inventory of supplies and equipment.

Clean and maintain equipment in efficient working condition; clear paper jams; replace toner and adjust minor malfunctions; perform minor repairs as directed; arrange for major repairs as needed; replace toner and adjust minor malfunctions; confer with vendors regarding equipment maintenance as necessary.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Duplicating processes and machines including high speed copiers and related finishing equipment.

Principles, processes, and equipment used in duplicating and high-speed photocopying.

Basic methods, practices and terminology used in shipping and receiving functions.

Oral and written communication skills.

Basic inventory methods and practices.

Health and safety regulations.

Operation of a computer and assigned software, including the Adobe Creative Suite.

Interpersonal skills using, tact, patience, and courtesy.

Record-keeping and report preparation techniques.

Basic mathematics.

ABILITY TO:

Operate high-speed reprographic and peripheral equipment to assure organizational printing needs and timelines are satisfied.

Perform various clerical and support duties as assigned.

Perform a variety of shipping and receiving duties as assigned.

Operate a computer and assigned software.

Estimate and order supplies and equipment.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Complete work with many interruptions.

Meet schedules and timelines.

Understand and follow oral and written instructions.

Make mathematical calculations with speed and accuracy.

Observe health and safety regulations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years experience involving the operation of duplication equipment.

WORKING CONDITIONS:

ENVIRONMENT:

Industrial manufacturing environment.
Constant interruptions.
Noise from equipment operation.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of print shop equipment and a computer keyboard.
Sitting or standing for extended periods of time.
Lifting, carrying, pushing, or pulling heavy objects as assigned by position.
Seeing to read a variety of materials and monitor printing operations.
Bending at the waist, kneeling, or crouching to retrieve and store supplies.
Reaching overhead, above shoulders and horizontally.
Hearing and speaking to exchange information.

Approved by the Personnel Commission: January 8, 2014
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Marisa Perry
Director – HR/Classified Personnel Services

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