



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Printing Duplication Assistant	
JOB CLASSIFICATION:	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential
	<input type="checkbox"/> Administrator - Classified	<input checked="" type="checkbox"/> Classified
	<input type="checkbox"/> Faculty	
RANGE:	26	
HOURS PER DAY:	Up to 8	
HOURS PER WEEK:	Up to 40	
MONTHS PER YEAR:	Up to 12	
REPORTS TO:	Director of Physical Plant or designee	

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform the day-to-day printing services of the District; to operate an digital printing press and related auxiliary equipment for the purpose of reproducing a variety of printed materials for use by the District. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job class requires the accurate and timely completion of incoming work requests, orders, and printing projects as determined by the Print Duplication Technician.

TYPICAL DUTIES

- Operates a variety of state of the art digital printing presses in the printing of various materials such as multiple color, large format, and in-line work.
- Runs duplicating requests and orders and processes required number of copies
- Proofs completed work to ensure accuracy and compliance with requests/orders
- Executes the layout, design, and preparation of printed materials for duplication
- Operates equipment used for cutting, folding, binding, and drilling
- Prepares machine for operation, cleans rollers, and adjusts machine for paper type and weight
- Performs routine maintenance on digital printers/copiers and binding equipment

POSITION DESCRIPTION**POSITION TITLE: Printing Duplication Assistant**

- Counts, assembles, wraps, sorts, boxes, and ships out outgoing material to proper department or office
- Provides professional expertise and responds to questions from various college departments and personnel regarding printing services
- Evaluates all printing jobs and requests; determines appropriate size requirements, paper size, length of run, and any other special requirements and time frames for delivery
- Operates a variety of electronic reprographic bindery equipment
- Performs other related duties similar to above in scope and function as required

EMPLOYMENT STANDARDS*Knowledge of:*

- Digital printing press machines, other duplicating machines, and related equipment and the methods of adjusting equipment for proper operation
- The general and specialized procedures, methods, and techniques used in digital printing and other duplication operations
- Types, qualities, weights, and uses of paper, inks, solvents, and various patented products made for the use of digital printing press machines
- Adjustments to duplicating machines and related equipment and their maintenance
- Modern office procedures

Ability to:

- Produce professional printing within the limits of the material submitted and the equipment available
- Operate and adjust an digital printing press machine efficiently and safely
- Operate auxiliary equipment
- Operate a variety of accessory equipment in a safe and effective manner such as collator, cutter, binder, folder, drill

POSITION DESCRIPTION

POSITION TITLE: Printing Duplication Assistant

- Work independently
- Understand and carry out oral and written instructions
- Accurately perform arithmetical calculations
- Meet the physical requirements necessary for the successful performance of required duties
- Establish and maintain effective work relationships with those contacted in the performance of required duties

QUALIFICATIONS

Education/Experience Required:

- Significant experience with digital printing press and related required
- High school graduation

APPROVALS

Date Created/Revised:	Pre 2002 / 3-23-2016
Cabinet Reviewed:	03-23-2016
Board Approved:	5-11-2016

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)