

## **YUBA COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: PRINTING/MAIL TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of the Printing/Publications Supervisor, provide District printing support, operate high speed duplicator/copiers and related equipment to reproduce a variety of printed materials; process out-going District mail using electronic automated mailing equipment.

#### **REPRESENTATIVE DUTIES:**

Operate high speed duplicator/copiers and related equipment in the reproduction of a variety of printed materials. (E)

Appropriate use of typesetting and type setting practices. (E)

Provide direction to college staff regarding appropriate use of typesetting, creation of brochures and print materials. (E)

Basic maintenance of reprographic equipment. (E)

Utilize appropriate software to develop print materials, brochures and fliers. (E)

Coordinate project production of printed materials. (E)

Operate related equipment such as binders, collators, cutters, typewriter, computer, high speed duplicator/copiers; operate addressing and mailing equipment. (E)

Interpret job instructions; consult with users as necessary to verify instructions and provide assistance. (E)

Lay out and select appropriate duplicating equipment. (E)

Maintain inventory records of supplies and materials; notify supervisor of supply needs. (E)

Adjust duplicating equipment for different weights, sizes and stocks and program jobs for reproduction. (E)

Perform minor adjustments and repairs to machines and maintain in proper working condition; arrange for other repairs and maintenance. (E)

Maintain records on production and mail processing according to appropriate procedures. (E)

Provide work direction and training to others as directed. (E)

Perform related duties as assigned.

#### **KNOWLEDGE OF:**

Word processing, graphics and desk top publishing concepts and type specifications.

General bindery procedures and operating of related equipment.

Various classes of mail service and rates.

Record-keeping techniques.

Oral and written communication skills.

Technical aspects of field of specialty.

Health and safety regulations.

Methods, processes, operation, maintenance and materials used in high speed duplicating programmable copiers and related bindery/finishing equipment.

Methods, processes, operation and use of U.S. postage classes and rates.

Various paper stock used in duplicating work.

**ABILITY TO:**

Set up and operate a variety of digital duplicating and related equipment.

Utilize a computer and related software packages, scanner and other peripheral equipment.

Set up and operate duplicating machines and related equipment.

Assist with development and recommendation of processes and procedures for timely and effective print material.

Maintain and adjust duplicating machines and related bindery/finishing equipment.

Set up and operate addressing and mailing equipment.

Make basic arithmetic calculations.

Understand and follow oral and written instructions.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Prioritize and schedule work.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Work confidentially with discretion.

Set up and operate duplicating machines and related equipment.

**EDUCATION AND EXPERIENCE:**

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Any combination equivalent to: An Associates degree and two years experience in development of print material, the operation of high speed duplicating copiers and related bindery/finishing equipment or mail addressing and processing equipment.

**ENVIRONMENT:**

Duplicating center environment.

Noise from equipment operation.

**PHYSICAL ABILITIES:**

Standing for extended periods of time.

Lifting and carrying heavy objects.

Seeing to read a variety of materials.

Pushing and pulling.

Bending at the waist, kneeling or crouching.

Stooping.

Reaching overhead, above the shoulders and horizontally.

Dexterity of hands and fingers to operate duplicating equipment.

**HAZARDS:**

Working around and with machinery having moving parts and related chemicals.