



# COVINA-VALLEY

## UNIFIED SCHOOL DISTRICT

July 1989

### PRINTSHOP ASSISTANT

#### DEFINITION

Under supervision, to operate and maintain offset presses and direct impression duplicating machines; to operate a wide variety of specialized print shop equipment; to operate a computer and related software to produce camera ready materials; and to perform other job related work as required.

#### EXAMPLES OF DUTIES

Performs a wide variety of skilled printing work; operates an offset press and direct impression duplicating machine; prints and reproduces materials such as brochures, flyers, forms, schedules, cards, registration, instructional and promotional materials; operates standard offset presses; operates large volume copier; operates paper cutter, collator, folder, laminator, stitcher and other miscellaneous finishing tools; operates personal computer and related desktop software to design and produce camera ready originals for reproduction; performs operator-required preventative maintenance and cleaning of presses; operates, adjusts and maintains related equipment; operates graphic arts cameras; operates all bindery equipment; processes printing plates; makes line and halftone negatives; strips negatives; requisitions supplies and parts; in coordination with copier equipment operation responsibilities, inputs information for computerized billing; keeps labor and material records.

#### SPECIAL REQUIREMENT

Possession of the category of valid California driver's license required to meet performance requirements of the position as determined by the State Department of motor Vehicles rules.

#### DESIRABLE QUALIFICATIONS

##### Knowledge of:

- Operation, maintenance and care of presses, cameras, plate makers and related printing, photographic, duplicating and binding equipment;
- Operation of personal computer and desktop publishing software;
- Printing materials and supplies;
- English usage, vocabulary, grammar and spelling;
- Basic graphic arts techniques and methods;
- Safe work practices;
- Basic recordkeeping and mathematics.

Ability to:

Skillfully operate presses, process cameras and related printing, duplicating and binding equipment;  
Use personal computer and related desktop publishing software to layout, design and produce reproduction masters;  
Plan work to meet time deadlines;  
Establish and maintain cooperative working relationships with others;  
Maintain basic records;  
Understand and carry out oral and written instructions;  
Perform heavy physical labor;  
Read and write at the level required for successful job performance.

Training and Experience:

Any combination of training and experience, which would likely provide the required knowledges and abilities, is qualifying. A typical way to obtain these knowledges and abilities would be:

Six months of experience or equivalent training in printing and reproduction work preferably including use of personal computers and desktop publishing software.

This position will be paid on the appropriate step of the Classified salary schedule:

- Range 147
- 12 months