

## PRINTER

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the efficient and accurate operation of an offset printing machine and related equipment. The work is performed under the general supervision of a Senior Printer. A Printer does related work as required.

### TYPICAL WORK ACTIVITIES:

- Operates a variety of machinery and equipment in the reproduction of forms, envelopes, and other materials including, but not limited to: offset printing, collating, cutting, and binding machinery;
- Prepares negatives for the making of master plates;
- Cuts, collates, assembles, binds, and folds printed material for distribution;
- Makes adjustments and performs basic and preventative maintenance on machinery and equipment;
- May order materials necessary for the operation and maintenance of equipment;
- May order, receive, and store supplies and materials used by the printing shop;
- Assists in keeping accurate records of job orders, departmental billing, completed work, master plates, and inventory;
- May use a personal computer in the performance of duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of the operation of equipment used in an offset printing shop; working knowledge of office terminology, procedures, and equipment; working knowledge of safety procedures and practices involved in a print shop; working knowledge of business arithmetic and English; mechanical ability; ability to carry out oral and written instructions; ability to get along well with others; physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one year experience in the operation of offset printing equipment.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 3/28/90