

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **PRINTING / MAIL ASSISTANT, SENIOR**

**Spec No. 6153**

#### **BASIC FUNCTION**

To assist in the operation and maintenance of print shop and/or mail center and perform a variety of related print shop and mail center tasks.

#### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Estimates routine job orders for printing services.
2. Prepares final layout of material to be duplicated.
3. Develops bid specifications for work that must be contracted out to commercial vendors.
4. Prepares requisitions, orders operating supplies, maintains and inventories supplies; arranges appropriate maintenance services for the repair of facilities or equipment.
5. Examines sample sheet to determine printing defects such as off level areas, variations in ink volume, registers slippage, indications of offsetting, and color register.
6. Sets up and maintains job order files and recordkeeping systems; files and retrieves job orders for billing.
7. Operates postal meter and captures all postal costs for chargeback of outgoing mail cost to clients; replenishes postal meter; sells stamps to departments; may oversee the balancing of daily postal meter charges expended by mail center; receives and classifies mail and interdepartmental mail and sorts and distributes mail.
9. Prepares discounted mailings such as bulk and presort and special services such as certified, registered and express; parcels in accordance with United States Postal Services requirements.
10. Assists clients and responds in person or on the phone to mail and print services inquiries.
11. Performs routine office work such as collating papers, folding and inserting, operating copier filing and operating computer.
12. Develops bid specifications for outside mail services that must be contracted out to commercial vendors.
13. Inventories, arranges and keeps mail room/shipping and print shop supplies in order; arranges and keeps stock in order.

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#### **STATEMENT OF OTHER JOB DUTIES**

14. May perform the duties of subordinate level employees.
15. May serve as lead worker over other employees.
16. May load/unload paper for presses and copiers; sets up folding and other in-line finishing.
17. May operate power and manual bindery equipment and perform bindery operations as specified in job order.
18. Performs related duties as required.

#### **MINIMUM QUALIFICATIONS**

Completion of regular nine (9) month offset duplicator course at vocational-technical school; OR, one (1) year of full time experience in operating offset duplicating machine; AND, nine (9) months experience in mail operations; OR, any combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

#### **SPECIAL REQUIREMENTS**

Candidates for employment must successfully pass a background investigation, which includes fingerprinting.

A valid Washington State Driver's License may be required for employment.

#### **KNOWLEDGE AND ABILITIES**

knowledge of:

- offset presses and high speed photocopy equipment;
- operation of offset printing and reprographic equipment;
- plate preparation and layout work;
- press equipment maintenance;
- inks and chemicals used in duplicating machine work;
- grades, weights and kinds of paper;
- standard office practices and procedures;

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#### KNOWLEDGE AND ABILITIES (continued)

- job order costing and its components;
- paste-up, graphic design, layout and markup;
- basic bookkeeping and/or recordkeeping procedures.

ability to:

- communicate effectively both orally and in writing;
- set up, operate printing presses, plate making equipment, paper cutting, drilling, folding machines, and all peripheral equipment;
- understand and execute written and oral instructions;
- work independently with minimum supervision;
- meet deadlines and cope with interruptions;
- operate print shop equipment in an effective and efficient manner;
- establish and maintain effective working relationships with superiors, associates and the general public;
- organize and supervise the work of subordinate level employees as assigned;
- maintain recordkeeping systems and prepare required reports;
- work under pressure, meet deadlines and production requirements and cope with interruptions;
- deal with client customers in a courteous and tactful manner.

#### PHYSICAL CONDITIONS

The work involves a variety of manual labor tasks requiring some strenuous physical effort such as lifting objects weighing more than fifty (50) pounds. Physical strength and stamina are important. Employees are on their feet almost all day and move heavy loads of paper.

#### SUPERVISION

The employee reports to the Print Services Supervisor or other superior as assigned. Employees plan and carryout work assignments and resolve problems in accordance with instructions, policies, and accepted practices and receives additional instructions for unusual print requested job orders. Work is spot checked to ensure compliance with established methods and procedures.

#### WORKING CONDITIONS

The work is performed in the usual print shop environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Cass Established: November 1979 as Printers Assistant Trainee

Revised and Retitled: April 1990 as Printers Assistant Senior

Revised and Retitled: January 2004

Previous Spec No. 761820

EEO Category: 6 – Administrative Support

Pay Grade: 233 – Classified Pay Plan

Workers Comp: 1501 Hazardous