

SNOHOMISH COUNTY JOB DESCRIPTION

SYSTEMS PRINT/MAIL ASSISTANT

Spec No. 6152

BASIC FUNCTION

To assist printer in the operation and maintenance of printing and copy equipment and related print shop tasks.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Set up and adjust sheet-fed offset press for each new job; operates press to reproduce letterheads, forms, memorandums, manuals, pamphlets, and other materials to consistently maintain high quality production.
2. Creates, prints and distributes hard copy and electronic reports, and removable media from various systems, network or personal computer applications using established procedures.
3. Enters digitized data, such as artist layout, color separation, text, page dimensions, and layout instructions into electronic prepress system memory, using components of systems such as scanner, camera, keyboard, or mouse, or loads floppy disks or tapes containing information into system.
4. Set up and operate high-speed photocopy equipment including programming, adding paper and clearing jams.
5. Provides counter support in person or on the telephone to assist clients submitting routine jobs, explaining services and delivery of completed job.
6. Maintains facsimile log records; monitors and notifies customers of incoming documents; transmits documents.
7. Operates platemaker and prepares paper master plates.
8. Files customer originals such as forms and letterheads to be used for future press runs; maintains files and filing system; retrieves file material as needed.
9. Cleans offset presses and other types of print shop peripheral equipment.
10. Operates power and manual bindery equipment; performs bindery operations such as, cutting/trimming, punching, stitching/stapling, folding, collating and padding as specified in job order.
11. Receives and sorts incoming county mail; operates mail center postal meter; charge backs postage to users.

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STATEMENT OF OTHER JOB DUTIES

12. Arranges and keeps stock in order.
13. 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; OR, any equivalent combination of education and/or experience which provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

Candidates for employment must successfully pass a criminal 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 presses, copiers and reprographic equipment, bindery equipment and procedures;
- inks and chemicals used in printing and photocopying; grades, weights and kinds of paper;
- software usage utilizing computer desktop and graphic software products;
- standard office practices and procedures.

Ability to:

- operate offset press equivalent to Ryoobi 3200 and/or A.B. Dick 360;
- operate XEROX 5090 copy equipment; operate paper plate maker equivalent to Multigraphics SP890, power cutter and related equipment;
- operate systems, personal computer equipment, peripherals and standard office automation software including word processing, spreadsheet, graphics and databases;
- work independently and under pressure, meet deadlines and production requirements and cope with interruptions;
- follow oral and written instructions;
- operate print shop equipment in an effective and efficient manner.

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PHYSICAL EFFORT

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

Employees report to the Copy Center Supervisor or other supervisor as assigned. The work is performed under general supervision and may be spot-checked to ensure timely completion and 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](#)

Class Established: November 1979

Previous Spec No. 760821

Revised and Retitled: April 1990 and December 1991 as Printer's Assistant

Revised and Retitled: February 2000

EEO Category: 6 – Administrative Support

Pay Grade: 231 – Classified Pay Plan

Workers Comp: 1501 Hazardous