

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Print Shop Assistant Operator</u>
Sch & Grade	<u>PAT-4</u>
Class Code	<u>FO02</u>
FLSA Status	<u>Non-Exempt (2)</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Administrative Support</u>

PRIMARY PURPOSE:

Produces printed materials; handles all incoming and outgoing mail; and maintains records for billing and inventory.

SUPERVISION:

Under the direct supervision of the Printshop supervisor.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Operates high speed copier, color copier, AB Dick offset press, paper cutter, paper punch, folder, power staple, binder, and related printshop equipment.
2. Receives and fills production orders, as assigned or in the absence of the printshop supervisor.
3. Operates personal computer to enter data for monthly billings.
4. Applies customer service techniques and teamwork to all aspects of the job.
5. Maintains written and computerized document files, as required.
6. Sorts data according to appropriate organization method before entering into computerized system.
7. Assists customers with layout and design of printing jobs, typesetting, etc.
8. Determines accuracy of work by proofreading, verifying transactions, etc.
9. Receives, sorts and distributes incoming mail.
10. Prepares outgoing mail for shipment.

IMPORTANT FUNCTIONS:

1. Provide a high level of customer service to City employees on matters related to copying, printing and mailing.
2. Performs clerical functions, such as answering the telephone, assisting customers, etc.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Working knowledge of general-purpose reproduction and printing equipment; basic math skills including addition, subtraction, multiplication and division; modern office practices and procedures.

Abilities

Type accurately; operate a 10-key calculator; utilize necessary computer equipment to complete data entry; follow oral and written instructions; create basic layout and design formats in preparing camera-ready originals; ability to handle a large volume of public contact, ability to deal with all situations in a professional manner, deal effectively and courteously with associate and the general public; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Two years of general office experience and 1 year experience in printshop operations; experience with data entry and Micro Soft Office software preferred but not required.

Physical Requirements

Performs bending, squatting, sorting and filing, reaches from ground level to above; lifts, carries, pushes and pulls objects up to 40 pounds; must be able to hold and grip objects; operate a computer keyboard and mouse; possess color vision when working with various colored inks and papers; may be subject to long periods of walking, standing and sitting.

Working Environment

Primarily indoors with heating and cooling regulated in an office setting; subject to periods of constant and extreme noise when operating various equipment; subject to mechanical, electrical and chemical hazards, as well as fumes and odors, when operating and dealing with power equipment, inks, dyes, etc.; may be subjected to extreme weather conditions when making deliveries or pick-ups.

Licensing/Certification

None required.

Miscellaneous Requirements

None required.

Last Revision:	February 14, 2012	GENERAL ORDINANCE NO. 3391
Comments:	Updated Abilities	Date: February 1983

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____