



REVISED: 07/17/2019
Submitted: 07/16/2019

JOB TITLE:	TECHNICIAN BINDERY/COPY
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8020
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for operation of computer-equipped copy production equipment to scan, merge and produce documents; responsible for bindery and distribution functions.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Manages computer-equipped (digital) copy production equipment to scan, merge, copy, and bind documents
 Produces high-quality double- and single-sided documents
 Manages print queues and moves jobs to other queues
 Manages and maintains public storage for print files and file servers
 Maintains equipment in efficient working order, making adjustments, diagnosing problems as they occur, and corresponding with service technicians
 Programs high-speed digital copier and scans documents for reproduction
 Maintains inventory and supplies for copier
 Interprets and makes independent judgments concerning copyright laws and regulations
 Operates production bindery equipment including hole drill, cutter, folder, collator, and stitcher
 Completes all trainings and other compliance requirements as assigned and by the designated deadline
 Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires bending, squatting, climbing and reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving being around moving machinery, noise, and exposure to dust, fumes and gases. The work requires the use of feet for repetitive movements.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.
 Basic computer skills
 Experience in operation of print room equipment
 Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of operation of copy equipment
 Ability to work independently
 Experience in a diverse workplace