**Class Summary**

The responsibilities of this classification include operating reprographic and bindery equipment in a King County print shop facility and performing preventative maintenance on printing equipment.

**Distinguishing Characteristics**

This is the first level of a two-level classification. This classification is distinguished from the Print Specialist II in that incumbents within the Print Specialist II classification are responsible for leading print shop staff and developing preventative maintenance.

**Examples of Duties**

1. Organize and prioritize work orders to meet customer deadlines and coordinate with other areas to ensure safe, timely, and accurate production of requested services.
2. Set up, adjust, operate, clean, and maintain bindery, scanning, and printing equipment.
3. Stage print jobs and assist customers in viewing proofs when requested.
4. Perform printing calculations including margins and borders.
5. Coordinate vendor print delivery.
6. Complete copy service billing documents.
7. Take supply inventory, order, and maintain supplies.
8. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of high-speed duplicating operations and maintenance

Knowledge of bindery equipment and procedures

Knowledge of paper products, including weights, types, and colors

Knowledge of copying techniques and procedures

Knowledge of confidentiality restrictions

Skill in organizational and time management

Skill in problem-solving

Skill in mathematics

Skill in verbal and written communication

Skill in customer service

Ability in working under time constraints, deadlines, and pressure of changing priorities

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Non-Exempt |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | Print Specialist I  Print Specialist II  Print Shop Supervisor |
| **Class History** | 09/2018 - Created |