

PRINTER

TOMPKINS COUNTY

Department B.O.C.E.S.
Classification Non-Competitive
Labor Grade _____
Approved BOCES BD. 11/4/87
Revised _____
By HH, Commissioner of Personnel

DISTINGUISHING FEATURES OF THE CLASS: This is a skilled printing production position working to complete printing orders for the Tompkins-Seneca-Tioga B.O.C.E.S. The work is directly supervised by the Coordinator of Printing Services and is generally supervised by the Principal. The incumbent has considerable leeway for the exercise of independent judgment in scheduling and printing activities. Does other work as required.

TYPICAL WORK ACTIVITIES:

Sets up and operates either vertical or horizontal process camera;
Performs basic darkroom techniques to develop negatives of line or halftone exposure;
Uses masking techniques for basic single page layout, step and repeat layout, and combination flat layout for color and multi-exposure flats;
Completes correct plate exposure and develops plates;
Mixes inks and solutions necessary for printing;
Prepares press;
Operates small offset duplicators;
Performs basic printer cleaning and maintenance procedures;
Completes basic pre-press and post-press bindery tasks;
Makes on campus deliveries;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the operation of offset and other printing machinery;
good knowledge of the procedures used in preparing layouts for printing;
working knowledge of the maintenance involved in print room equipment;
skill in to mix inks and solutions used in printing; ability to follow oral and written instructions;
ability to work with a minimum of supervision;
physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma **AND** one year of full-time paid (or the equivalent part-time and/or volunteer) printing experience.

NOTE: One (1) year of training in a vocational printing course can be substituted for the one (1) year of experience required above.