

## KERN COMMUNITY COLLEGE DISTRICT

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**CLASS TITLE:      PRINT SHOP CLERK**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, plan and participate in the production of printed matter using an offset press, copier and other related equipment; perform technical tasks relative to printing and duplicating production.

**REPRESENTATIVE DUTIES:**

Plan and participate in the production of printed matter using an offset press, copier and other related equipment; oversee the processes of offset printing; determine the best printing process for individual jobs. *E*

Assist in the implementation of goals and objectives for the Graphics Center; establish schedules and methods of production. *E*

Review printing work orders and set up press as appropriate; assure proper ink color, paper stock and plate type in accordance with specific instructions. *E*

Perform finishing work such as collating, stapling, folding, shrink-wrapping, hole punching, binding, packaging and padding reproduced materials. *E*

Assure proper operation of presses; set up, adjust, clean and perform technical repairs and preventive maintenance as needed; report major malfunctions according to established procedures. *E*

Maintain files on printing equipment, supplies and procedures; maintain and order reference books; maintain inventory; order and stock supplies needed for printing. *E*

Operate a variety of printing, duplicating, bindery and pre-press equipment including a paper drill, high speed copier, paper folder, paper cutter, plate burner, plate processor and shrink wrapper. *E*

Maintain work area in a clean, safe and orderly condition; assure compliance with health and safety standards through proper storage of chemicals and solutions. *E*

Operate a vehicle to pick up supplies as necessary.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Operation and care of offset presses, reprographic and peripheral equipment.

**KNOWLEDGE OF:**

Methods, practices, terminology and procedures used in producing a variety of printed materials.  
Ink, chemicals and papers used in printing operations.  
Equipment used in binding and assembling printed materials.  
Adjustment, cleaning and routine maintenance of printing equipment  
Principles of training and providing work direction.  
Record-keeping techniques.  
Oral and written communication skills.  
Health and safety regulations Inventory  
methods and practices.  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Set up, operate and maintain offset presses and other duplicating equipment.  
Produce a variety of printed materials and forms.  
Maintain, adjust and perform routine maintenance to equipment.  
Plan and organize work.  
Maintain records.  
Meet schedules and time lines.  
Observe health and safety regulations.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Make arithmetic calculations quickly and accurately.  
Understand and follow oral and written instructions.

**EDUCATION AND EXPERIENCE:**

Graduation from high school **AND** one year of increasingly responsible experience in graphics and/or duplication operations.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of, or ability to obtain, a valid California Driver's License.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Print shop environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

PHYSICAL DEMANDS:

- |    |                               |    |                                      |
|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent                |
| 2. | Occasional = 25-50 percent    | 4. | Very Frequent = 76 percent and above |

- 1 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 4 b. Ability to stand for extended periods of time.
- 1 c. Ability to sit for extended periods of time.
- 4 d. Ability to see for purposes of reading printed matter.
- 4 e. Ability to hear and understand speech at normal levels.
- 4 f. Ability to communicate so others will be able to clearly understand a normal conversation.
- 3 g. Ability to bend and twist.
- 4 h. Ability to lift 60 lbs.
- 4 i. Ability to carry 60 lbs.
- 1 j. Ability to operate office equipment.
- 2 k. Ability to reach in all directions.

HAZARDS:

Working around and with machinery having moving parts.

*This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.*