

CLASS TITLE: REPROGRAPHICS TECHNICIAN

BASIC FUNCTION

To assist in the production of printed material. To operate a variety of duplicating machines including large computer driven copiers, offset presses, computers, and various bindery equipment. To maintain records on Reprographic operations.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from the Reprographics/Mailing Room Manager/Supervisor positions.

May exercise technical guidance over students or other staff assigned to the work area.

EXAMPLES OF DUTIES

Assist in providing information to staff and public regarding mail room operations.

To assist in production of flyers, announcements, certificates, posters, and transparencies for duplicating, meetings and workshops.

Independently operate a variety of reproduction/mail and related equipment such as offset printing machines, mail inserter/folder, address printer, tabber, Docutec, collators, cutters, folders, punchers, booklet maker, and other reprographics/mailing equipment.

Make determinations for scheduling of workload related to equipment availability, etc., when a situation demands it.

Receive, sort and deliver U.S. mail, inter-District mail, and other material to and from all District sites.

Meter, sort, tie and package all outgoing mail/packages.

Pick up and transport mail, duplicating material, monies from school and other District offices to local banks, District sites, and board member residence as needed.

Obtain proper receipts and documentation as required.

QUALIFICATIONS

KNOWLEDGE OF;

Printmaking and reproductions techniques.

Operation and care of duplicating, reproduction and related equipment.

Postal regulations and rates.

Proper packaging and mailing procedures.
Operation and maintenance of District Vehicles, including safe driving practices.
Methods of rigging and loading a variety of materials.

ABILITY TO:

Prepare camera-ready materials for duplication.
Operate duplicating equipment including an offset press and various binding equipment.
Ability to operate various computers.
Perform general clerical work.
Use a postal manual, scales and metering machines.
Operate vehicles skillfully and in accordance with traffic regulations.
Efficiently execute a regular delivery route and complete the reprographic task on a timely basis.
Physical capability sufficient to perform job tasks.

EXPERIENCE AND EDUCATION:

Any combination of education, training and experience equivalent to two years of college level course work print making, mailroom procedures/operations and related areas.

LICENSE OR CERTIFICATE:

Possession of a valid California Driver's License is required.

Board Approved: 08/14/07
CSEA Chapter: 821
Salary Range : 40