
Functional Title:	Copy/Printing Technician	Job Code:	0009-CS230
Classification Series:	Copy/Printing	Band/Zone:	E2
Department:	Multiple	FLSA:	Non exempt
Date:	July 1997		

General Function:

Performs tasks related to setting up and printing and/or copying printed materials for the University.

Characteristic Duties and Responsibilities – Essential Functions:

- 1) Reviews job specifications; sets up equipment; adds any needed paper, toner, or ink.
- 2) Operates printing press and/or copier to produce printed materials for the University; runs and reviews proof.
- 3) Monitors operation and output of equipment; makes any necessary corrections or adjustments.
- 4) Performs routine maintenance, cleaning, and simple repair of equipment.
- 5) Operates bindery and other printing equipment, as needed.

Reporting Relationships:

Direction Received: Reports to Printing Coordinator, Copy Center Services Supervisor, or Assistant Dean.

Direction Given: May provide functional supervision to a group of student employees on an on-going basis.

Minimum Requirements:

Requires a high school diploma or GED and one year of printing/copyroom experience, or an equivalent combination of education and experience.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of print/copy equipment and procedures; knowledge of print/copy equipment maintenance.

Working Conditions:

Physical effort usually requires considerable walking, standing, and some lifting of materials weighing 25 to 50 pounds. Somewhat disagreeable working conditions. Some exposure to several unpleasant elements which are particularly disagreeable.