

Job Description: OFF-SET PRESS OPERATOR
(GRAPHIC ARTS)

CLASS NO. 1602

EEOC CATEGORY: Skilled Craft Workers

PAY GROUP: 14

FLSA: Nonexempt

SUMMARY OF POSITION

Prepares off-set printing plates, operates off-set printing press to reproduce bulk quantities of county documents, forms, etc., and assists mail clerk with processing outgoing county mail.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Graphic Arts Supervisor
2. Directs: This is a non-supervisory position.
3. Other: Has daily contact with co-workers and employees of other county offices.

EXAMPLES OF WORK

Essential Duties*

Prepares off-set printing plates, including photographing original documents to produce negative images, exposing plates to images and developing;

Operates off-set printing press to produce bulk copies of documents, letters, notices, signs, forms, etc.;

Uses paper cutter to cut various forms, signs, tickets, etc.;

Sequentially numbers tickets, purchase order forms, requisition forms, election ballots, and other documents;

Forwards new blank forms to appropriate county offices as needed;

Collates, staples, and folds various printed count forms, letters, documents, etc.; and

Assists mail clerk with collection, processing, and distribution to the post office of outgoing county mail;

Other Important Duties*

Performs such other related duties as may be assigned.

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
8/2012

CLASS NO. 1602 (Continued)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: off-set press printing techniques; and mailroom practices and procedures.

Skill/Ability to: understand and follow instructions; safely operate off-set printing press and plate making machines, postage meter, and electronic scales; and establish and maintain effective working relationships with co-workers and other county employees.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduation, or its equivalent, plus at least two years of experience in a print shop, including off-set printing;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Texas driver's license applicable to job responsibilities or available alternate means of transportation.