

DIGITAL PRESS OPERATOR

JOB PURPOSE AND SUMMARY

This position reports to the Print Shop Supervisor and assists in the general operation of the print shop in carrying out the printing needs of Clark County. The Digital Press Operator is responsible for coordinating, prioritizing, finishing and delivering diverse print jobs for County departments. The position operates all related Print Shop equipment including offset and digital duplicating equipment, and standard photocopying equipment.

CLASSIFICATION DISTINCTIONS

The Digital Press Operator works efficiently and effectively with internal customers to produce quality materials. Contacts are generally to provide and exchange information with internal customers, and to order equipment and supplies and arrange for service or repair of essential print shop equipment.

A variety of moderately difficult to complex tasks are performed within generally defined procedures, and are reviewed periodically for accuracy, adherence to established policies and procedures, quality and thoroughness. Work is performed under general supervision and assistance is readily available from either specialist(s) or supervisor(s). This classification is expected to function independently in daily tasks. The Digital Press operator is required to use judgment on non-routine matters. Problems are identified and solved and unusual/complex problems are referred to a supervisor or specialist.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Performs complex digital printing functions including variable data printing.
- Operates and maintains offset and digital duplicating equipment.
- Stocks, inventory, and delivers printing projects.
- Assists with mail room activities.
- Maintains electronic filing system.
- Processes bulk mail.
- Uses a variety of software and computer applications.
- Operates printing, bindery, and mail equipment.

Clark County, Washington

- Performs related duties as assigned.

QUALIFICATIONS

Education and Experience:

- Minimum two years of operating experience on offset and digital duplicating equipment **and** two years experience providing customer service to the public.
- Vocational reprographics education and training, or an associates degree in Graphics Communication or a closely related field, may be substituted for one year of required experience.

Knowledge of: duplicating equipment, USPS mailing requirements, and postage equipment; general office procedures and practices of the printing services; filing and record-keeping procedures; applicable laws, county codes, ordinances, and policies governing the work of the department and assignment; PC computer applications such as word processing, spreadsheets and data bases.

Ability to: independently operate duplicating and bindery equipment; operate computer applications including Word, Excel, Access and Outlook; communicate effectively; understand and carry out oral and written instructions; establish and maintain cooperative working relationships with customers; troubleshoot equipment problems and take corrective action; operate; apply rapid manual dexterity to the activities of the Print Shop when under heavy workloads and/or stringent time lines; and obtain a valid drivers license upon hire.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Work is performed in a print shop environment. Essential duties include walking, writing, driving, stamina, seeing, reading, speaking, lifting, handwriting and hearing; frequent exposure to machinery noise.

Work involves a variety of manual labor tasks requiring some strenuous physical effort such as lifting objects weighing more than fifty (50) pounds. Physical strength and stamina are important. Employees are on their feet almost all day and move heavy loads of paper.

Occasionally, incumbents may experience highly stressful situations in the process of resolving problems of an immediate nature for internal departments.

Operating a motor vehicle may also be required.