



## POSITION DESCRIPTION

Reprographics Technician I

**Position** ..... Reprographics Technician I  
**Department/Site** ..... Reprographics/Mail Services  
**FLSA** ..... Non-Exempt  
**Evaluated by** ..... Reprographics/Mail Services Supervisor  
**Salary Range** ..... 25

### Summary

Operates manual and computer-aided document processing equipment, including but not limited to bindery and related peripheral equipment.

### Essential Duties and Responsibilities

- Operates computer-aided high-speed copying or other copy machines, collating machine, binding equipment or other peripheral printing equipment. Sets machine for desired function and other paper size settings. Resolves paper jams. May bind, stitch, fold, collate, cut, punch, staple and otherwise generally prepare final duplication of materials.
- Operates peripheral equipment such as commercial bindery, sorting, stacking, wrapping, stapling, and material handling equipment.
- Receives and reviews incoming job orders for quantity, materials, time frame, and special handling. Coordinates services from other areas, such as graphic arts, to facilitate duplication. Plans work requests to optimize utilization of equipment.
- Receives and converts material transferred from internet in web/html format to that which is suitable for printing. Reviews copy and adjusts size and layout to fit paper size. Discusses minor changes with customers.
- May confer with vendors regarding paper stock, duplicating materials and equipment.
- Performs routine servicing on document processing and peripheral equipment.
- Prepares billing or funds transfer statements for user departments.
- Performs other duties as assigned that support the overall objective of the position.

### Qualifications

- **Knowledge and Skills**
  - Requires a working knowledge of the design, layout and production of written, printed, and drawn materials.
  - Requires sufficient editing skills to assist with formatting and identify errors made (and not detected) by customers.
  - Requires in-depth knowledge of operating capabilities, sequences, and steps of computer aided and fully integrated copy center machines.
  - Requires sufficient organizational skills to meet customer requests on a timely basis.
  - Requires sufficient math skills to estimate quantities, costs, and dimensions.
  - Requires sufficient human relations skill to communicate printing concepts with internal customers.
  - Requires sufficient language skills to notice spelling and grammar errors in text.
- **Abilities**
  - Must be able to review, interpret and recommend changes to printing and graphic arts projects in order to meet user's needs.
  - Must be able to interpret and explain duplication services policies and procedures.



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- Must be able to operate, maintain and provide basic troubleshooting of equipment used in document copying and offset printing.
- Must be able to prioritize and schedule work in order to meet deadlines.

#### **Physical Abilities**

- Incumbent must be able to function effectively indoors in a printing/reprographics shop environment engaged in work of primarily active nature.
- Requires visual acuity to write and read printed materials and computer screens, and observe printing processes.
- Requires speech and hearing ability to carry on ordinary conversation and hear sound prompts from equipment.
- Requires ambulatory ability to stand upright, forward flexing, push, pull, stoop, bend, and reach for long periods of time to operate duplicating and other equipment.
- Requires sufficient strength to carry heavy weight (max. 75 lbs.) materials and supplies.

#### **Education and Experience**

- A high school diploma, or the equivalent, and one year of duplicating/printing experience.

#### **Licenses and Certificates**

- May require a valid driver's license.

#### **Working Conditions**

- Work is performed indoors where health and safety considerations exist from extended standing and physical labor and handling of chemicals, consumables, and heavy materials.