NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION

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<th>Job Title:</th>
<th>Printing Services Technician</th>
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<td>Date Revised:</td>
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<td>Date Approved:</td>
<td>April 8, 2003</td>
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PRIMARY PURPOSE
This position is responsible for assisting in the operation of offset duplicating machines and bindery equipment in the reproduction of various printed or typewritten materials.

ESSENTIAL FUNCTIONS
Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1. Operates duplicating machines as assigned; performs routine copying jobs.
2. Mixes inks; inks and adjusts rollers; regulates ink and repellent flow.
3. Operates platemaker and develops offset printing plates; strips and opaques negatives.
4. Adjusts paper feed and guides for different weights and sizes of stock; cuts stock for print jobs.
5. Collates, binds and finishes print jobs as required.
6. Uses camera to make film negatives; enlarges and reduces negatives as necessary.
7. Picks up and delivers finished print jobs as necessary.
8. Communicates with departments, faculty and staff regarding print jobs; provides guidance and recommendations.
9. Cleans and maintains machines and presses; makes minor adjustments to machines; maintains duplicating master files and records; maintains contact with vendors and service representatives.
10. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
11. Performs related duties as assigned.

OTHER FUNCTIONS
In addition to the essential functions, the Printing Services Technician may also assist print shop personnel in various related duties.
WORKING RELATIONSHIPS
The Printing Assistant maintains frequent contact with various District departments and personnel, faculty and staff.

EDUCATION AND EXPERIENCE
High school diploma or equivalent
Minimum one (1) years experience in the operation of offset process duplicating machines

KNOWLEDGE, SKILLS, AND ABILITIES
Knowledge of operation and care of offset duplicating machines, offset presses and metal plates
Knowledge of ink, water, and paper stock used in reprographics work
Knowledge of 4-color and multi color process
Knowledge of preparation of paper and metal plates and power and manual finishing equipment
Ability to set up and operate offset duplicating machines and electrostatic copier
Ability to make minor adjustments to duplicating machines and maintain them in good working order
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to work independently with little direction
Ability to understand and follow oral and written directions
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS
A valid California Driver’s License

WORKING CONDITIONS
College or District duplication room; subject to lifting (up to 50 pounds unassisted); subject to fumes from printing chemicals and solutions; subject to constant noise and long periods of standing.