

**GENERAL DESCRIPTION OF CLASS**

The PRINT SERVICES TECHNICIAN operates and maintains computerized or conventional printing equipment to produce a variety of printed materials in a high-volume production environment.

**DISTINGUISHING FEATURES**

This is a single classification and not currently part of a series of classes.

**DUTIES AND RESPONSIBILITIES**

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed below and other related duties.

**1. Preparation**

Edits the image(s) or the document(s) furnished with job orders, either following customer instructions or using judgment based on printing knowledge and experience. If instructions are unclear, the section coordinator, manager, or customer may clarify them. Corrects or enhances text and graphics by computer or hand tool methods. Produces printing plate or enters format instructions on a computer. Decides paper color, size, weight, inks and other visual job features according to job orders, either manually or through a computer.

Runs test copy to decide quality. Makes any final adjustments or submits proof to customer for approval. If printing negotiable documents, uses testing equipment to verify quality.

**2. Printing**

Runs work in priority order. Runs multiple pieces of printing equipment, concurrently. Monitors the printing jobs to assure job quality, making minor adjustments as needed. Merges variable data files with finished printing files. Runs multiple color jobs, adjusting equipment to meet production orders. Tests and adjusts for quality required. Accesses on-line job orders and downloads variable data files from computers. Runs specialized equipment to print vouchers, checks, and other documents.

Collates, folds, staples, cuts, and otherwise finishes job following instructions or routes to other production areas for finishing. Regulates the special features of the equipment, such as booklet maker or binder.

**3. Record Keeping**

Keeps time and production records. Maintains logs and shipping manifests to account for all printed, blank, and negotiable forms. Ensures the secure transportation of negotiable forms to the customer or next processing unit.

**4. General**

Cleans equipment and does preventive and corrective maintenance. Keeps work area clean and safe. May help in other production areas (e.g., bindery, shipping, mail, etc.) as needed.

**RELATIONSHIPS WITH OTHERS**

The Print Services Technician has regular in person or telephone contact with other units (e.g., the bindery, plateroom, shipping, mail) to coordinate the process and ensure the timely completion of printing orders. The technician also has an occasional telephone or in person contact with customers to clarify orders, with other agency staff to order supplies, and with vendors to ask for equipment service.

**SUPERVISION RECEIVED**

After gaining experience, the Print Services Technician works under general supervision. A section coordinator usually distributes work assignments on written work orders. The section coordinator, manager, or customer may clarify problems encountered. Guidelines include procedures, production schedules, and employer-provided standards of production and quality control. Manuals or written directions guide the operation and maintenance of the equipment.

**GENERAL INFORMATION**

The Print Services Technician works primarily in a noisy, production environment, often standing for prolonged periods, lifting items up to 70 pounds, and working with potentially hazardous chemicals.

**KNOWLEDGE AND SKILLS (KS)**

General knowledge of paper characteristics.

General knowledge of printing processes and procedures and their interrelationships.

Basic knowledge of microcomputer operations, network systems, peripheral equipment and printer options.

Basic knowledge of the properties and effects of inks.

Skill setting up, operating, adjusting, and maintaining electronic or conventional printing equipment.

Skill reviewing copy to ensure quality production.

Skill reviewing work orders to decide priorities and production sequences.

Skill monitoring runs and adjusting equipment to assure consistent production quality.

Skill operating and maintaining binding equipment such as collators, folders, and staplers (both automated or manual operations).

Skill maintaining and recording production and time for all jobs produced.

Skill speaking with customers to clarify job orders.

Skill coordinating efforts with other production units as needed.

Skill using equipment and product manuals, guides, and instructions.

Skill using hand tools or computerized software to modify or enhance customer copy (both digital and hard copy).

Skill reading, interpreting, and following written instruction.

**SPECIAL QUALIFICATION**

Some positions may require a background or security check to handle confidential or negotiable documents.

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. Some duties done by positions in this class may require different KS's. There is no attempt to describe every KS required for **all** positions in this class. Any additional KS requirements will be on the recruiting announcement.

Adopted 7/97

Revised

STATE OF OREGON  
Department of Administrative Services  
Human Resource Services Division