

Civil Division: Oneida County Government  
Jurisdictional Class: Labor  
EEO Category: Administrative Support  
Revised: 06/23/14

## **PRINTING HELPER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Oneida County Department of Central Services Print Shop unit and involves responsibility to perform a variety of manual and machine tasks related to producing Print Shop products. Employees in this class operate printing equipment, provide finishing services, and aid in completing work orders. The work is performed under supervision of the Printing Supervisor, with limited leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision over the work of others is not a responsibility of employees in this class. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Prepares printed materials to be bound, stapled by hand or for further processing, such as cutting;  
Binds loose pages into pad form using hot seal, flat plastic or other methods;  
Cuts and trims pads and other printed supplies into predetermined sizes using hand and power cutters;  
Drills holes in pads and bound material for use in various sized notebooks using power paper drills;  
Performs a variety of printing and copying based on work orders received;  
Proofreads material submitted for printing prior to and after the work being completed to ensure quality;  
Operates all Print Shop equipment related to printing, including, printers, electric collators, staplers, binders, paper cutters, padding machines folder and scanners;  
Folds and staples printed materials into predetermined format;  
Packs and wraps printed materials as needed and forwards completed work to ordering department or agency;  
Keeps track of supplies on hand;  
Prepares, as necessary, a variety of records and reports related to the work;  
Uses Print Shop micro-computers in production processes and to access email.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of the principles and practices of printing, binding, stapling, trimming and drilling printed materials; ability to complete and forward finished printed work; ability to operate micro-computers, printers, staplers, binders, paper cutters, scanners and padding machines; ability to operate a copy machine; good hand and eye coordination; ability to work well with others and to follow verbal and written instructions; ability to read and write legibly; ability to learn proper and safe use of all Print Shop equipment, including folder , cutter and bindry equipment.

**MINIMUM QUALIFICATIONS:** None.

Adopted: 07/03/89  
Revised: 04/18/94; 06/23/14