



**YOUNGSTOWN
STATE
UNIVERSITY**

CLASSIFICATION SERIES:

Print Operations Occupation

BARGAINING UNIT:

ACE

Print Assistant

SERIES PURPOSE: The purpose of the Print Operations occupation is to operate digital press equipment and otherwise support printing operations.

CLASS CONCEPT: The class works under direct supervision and requires working knowledge of printing practices and procedures in order to operate digital press equipment, set up and proof jobs, and assist in equipment maintenance and cleaning.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Operates digital press equipment; performs finishing and bindery work.

Completes tasks and projects within established timeframes and requirements.

Cleans and maintains the condition of equipment and work area; reports repairs and schedules service; ensures adherence to health and safety procedures.

Effectively communicates via phone, email, etc.; assists supervisor in departmental communications.

Responds to questions and resolves issues.

OTHER FUNCTIONS AND RESPONSIBILITIES: Assists with training new hires.

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: office printing practices and procedures.

Skill in: written and verbal communication.

Ability to: work in a team environment on multiple projects; answer routine inquiries; operate computer equipment and software programs.

(*) Developed after employment.

MINIMUM QUALIFICATIONS: High school diploma or GED; one year of experience in print operations; demonstrated experience operating computer equipment and software programs.

REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES: None

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform medium work.

MEDIUM: work involves exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or an amount greater than negligible and up to 10 pounds constantly to move objects.

UNUSUAL WORKING CONDITIONS: Exposed to noisy equipment, chemical fumes, and ink stains.