

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

PRINTER'S ASSISTANT

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Ability to lift seventy (70) pounds and perform printing functions for long periods at a time.
- Knowledge of computer applications and equipment as related to specific job functions.

REPORTS TO Printing/Reprographics Manager

SUPERVISES No supervisory duties

POSITION GOAL

To assist printers with maintaining inventory of supplies and with assembling finished printed materials.

PERFORMANCE RESPONSIBILITIES

1. * Move supplies from inventory and make them available for processing in the various printing work areas.
2. * Move finished printed materials to assembly area.
3. * Assist with the collating, stapling, binding, drilling, wrapping, etc., of printed materials.
4. * Operate photocopier equipment.
5. Perform other duties as assigned by the Printing/Reprographics Manager.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
H-01 \$22,808 - \$40,504
M-12 D-258 H-1935

POSITION CODES

PeopleSoft Position **TBA**
Personnel Category **18**
EEO-5 Line **53**

Function **7760**
Survey Code **77631**
Job Code **1654**

ADA CODES

2 **Heavy Work**
3 **A / F - G / O**
4 **B / F - J**

BOARD APPROVED

June 15, 1993