

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: PRINT SUPPORT TECHNICIAN

BASIC FUNCTION:

Under the direction of the Supervisor – Print Services, operate computer aided high-speed and other reprographic equipment, bindery and auxiliary equipment for the purpose of reproducing a variety of printed materials; assure the accurate and timely completion of printing projects and for the safe and proper operation of offset presses and related equipment.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Operate computer aided high-speed and other reprographic equipment to reproduce a variety of materials for the Santa Clara County Office of Education, districts, and other organizations; reproduce a variety of printed materials, including brochures, envelopes, newsletters, letterhead, instructional materials, flyers, manuals and other materials; receive, schedule, and prioritize printing orders from various departments; assure printing jobs meet established timelines.

Prepare copiers for extended production runs and monitor equipment during the duplication process; monitor o (1 (1C(86)Or11t9 2ef0 TJ-0.012 Tc -0.018 Tw T(5)5(i)0.5 (2.5 (n)2.1 (l)0.4 (c)8.8 (6)6)3) J0.004 Tc -0.004 Tw prepare fini-2 (1) Bed jo.nn4 (f)0.5 (6) (d) 3 (e)1v)5. (6) 2 1 (y)4. (5) dcd.00i (-2 (1) 13)ib2 im)58rte (Tjom52 imbri5tri5edcp

Perform a variety of shipping and receiving duties as assigned; receive, unload, and inspect shipments for damage and conformity to purchase order specifications and packing slips; shelf, store and prepare

Exhibit proficiency in Adobe InDesign, Adobe Illustrator and Adobe Photoshop.

Compile information and prepare and maintain various records, files and reports related to assigned activities.

Communicate with personnel and various outside organizations to exchange information and resolve issues or concerns.

Monitor inventory level

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years experience involving the operation of duplication equipment.

WORKING CONDITIONS:

ENVIRONMENT:

Industrial manufacturing environment.
Constant interruptions.
Noise from equipment operation.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of print shop equipment and a computer keyboard.
Sitting or standing for extended periods of time.
Lifting, carrying, pushing, or pulling heavy objects as assigned by position.
Seeing to read a variety of materials and monitor printing operations.
Bending at the waist, kneeling, or crouching to retrieve and store supplies.
Reaching overhead, above shoulders and horizontally.
Hearing and speaking to exchange information.

Approved by the Personnel Commission: January 8, 2014

Revised: May 12, 2021



Marisa Perry
Director – HR/Classified Personnel Services

Date: 05/12/21