



## David Douglas School District #40

### Classified Job Description

#### **PRINTING CLERK**

Schedule: 12 months per year  
Class: 13

#### **POSITION PURPOSE**

Assist in the general operation of the district Production Center through the operation and maintenance of the offset press and other Production Center duplicating equipment. The person in this position works closely with the district graphic artist and Special Projects Coordinator to meet customer deadlines and requirements.

#### **NATURE AND SCOPE OF RESPONSIBILITIES**

- Receives, organizes, schedules and completes printing assignments according to job specifications, work flow, and targeted completion dates
- Sets up and operates multi-color offset printing and single quickprint duplicating equipment
- Folds, drills and performs bindery tasks as necessary
- Helps to coordinate day-to-day activities with the graphic artist regarding job requirements to assure the timely and accurate completion of printing projects
- Performs quality and accuracy checks during and after production runs
- Orders and maintains an inventory of printing papers and supplies for all equipment in the Production Center
- Maintains, cleans, adjusts and oils offset press equipment and other operating equipment
- Generates service calls and monitors contracted maintenance of equipment
- Performs other related duties as assigned

#### **QUALIFICATIONS**

- Operate AB Dick Model 9810 Offset Press
- Operate AB Dick Model 150 Plate Maker system
- Ability to prepare plates and masters
- Operate paper cutter, drill, folder, and other Production Center support equipment
- Knowledge of types, qualities, weights and uses of papers, inks, chemicals and other products used in a print center
- Ability to work independently with little direct supervision
- Knowledge of print shop operations, work hazards and safety precautions
- Ability to communicate effectively with other employees using tact, courtesy and good judgment
- Ability to work with accuracy and attention to detail to meet deadlines
- Ability to understand and execute oral and written instructions, policies and procedures
- Ability to physically perform assigned duties
- High school diploma, or GED and two years of broad-based print shop experience with offset press and plate-making.
- Hold or ability to obtain a valid Oregon Drivers License

#### **ESSENTIAL PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

Able to lift, carry and push 100 pounds. Requires frequent standing, reaching, grasping, handling, bending, and movement of hands, fingers and wrists. Requires normal color perception. Frequent exposure to machinery noise. Occasionally must drive to pick up and deliver supplies and projects. Exposure to a variety of print shop related chemicals.

#### **David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.