

PUBLICATIONS ASSISTANT

CLASS SUMMARY

Under general supervision: Operates reprographic, bindery, and related equipment in the production of printed and/or media products; performs clerical work using a desktop computer; performs related duties as required.

REPRESENTATIVE DUTIES

Operates equipment including reprographic, collator, paper drill, stitcher, laminator, cutter, padding rack, folding machine, and related equipment; accepts incoming work, answers questions or directs questions to proper channels, distributes completed work to college personnel and students; answers telephone; compiles monthly billing totals and maintains files; files completed work and related materials; inventories supplies, performs general maintenance on equipment; prepares job request forms and distributes incoming work to appropriate work stations; maintains budgetary records.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the designated manager, and relates to faculty, administrative personnel other college personnel, and students.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Two years of work experience in a print shop and/or media resource operation; some knowledge of clerical procedures.

Knowledge and Abilities

Knowledge of: Desktop computing, modern office practices and record keeping, costing and filing procedures.

Ability to: learn to operate and maintain bindery equipment, reprographic equipment; price and bill publications and media production jobs; prepare simple reports; operate calculator; operate computer and basic word processing programs; establish and maintain effective relationships with faculty, other college personnel, and students; follow oral and written instructions.

Skills: lifting and pushing heavy boxes of paper.