Salary Grade 36

Classification Title:	Printer	

Date Prepared: 04/2003

FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

Most decisions are referred to higher authority for approval. Incumbent carries out assigned plans and programs.

Activity Identification

Summary Information:

Activ	ity Name		
500	Print Shop	Provide duplicating and related services.	
025	Photocopying	Make photocopies.	
429	Equipment Repair and Maintenanc	Activities associated with administering and performing repair and maintenance on machines and other equipment.	
504	Forms Design	Design and compile forms, brochures, etc.	
020	Reception Services	Receive and assist all persons who come into the office.	
999	Assigned Duties	Perform other duties as assigned.	
General Classification Specification Factors:			
Education/Experience: High School Diploma or equivalent with no related experience required			
Super	Supervisory Responsibility: None		
Туре	of Supervision:	N/A	

Effective Date:

07/01/2003

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Skill Identification

Managerial/Supervisory Skills	Important	Not Important
Developing Multi-year Strategic and/or Operational Plans		
Developing Annual Budgets		
Policy Development		
Controlling Expenses		
Coordinating Resources		
Decision making		
• Delegation		
Individual/group leadership		
• Interpersonal (working with groups)		
Knowledge of Business/organizational systems		
• Negotiating and/or persuading others to take action		
Promoting safety		
• Supervising, coaching and developing employees		

Office Skills	Important	Not Important
Checking grammar/punctuation		
• Filing		
Perceiving detail in checking information/forms		
Reading comprehension (high school level)		
Operating word processing software		
• Operating a computer terminal for data entry		
Operating automated spreadsheet software		
• Scheduling appointments and/or travel		
Taking and distributing messages		
Taking dictation and meeting minutes		
• General mathematical - adding, subtracting, multiplying, etc.		

		Not
Professional and Technical Skills	Important	Important
Accounting/finance		
Advanced math - algebra, statistics, geometry		
• Architecture		
• Bookkeeping		
Computer operations		
Computer programming		
Contract interpretation		
• Craft skills (electrical, etc.)		
Drawing-figures/drafting		
• Engineering		
Graphic arts		
Landscaping		
Good Judgment		
Work standards		

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 Integrity 	
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Skill Identification (cont.)

Communication Skills	Important	Not Important
 Oral communicationexchanging or expressing ideas by means of the spoken word Presentationstransmitting information in a formal setting Foreign communicationusing a language other than English to communicate in writing or orally Written communicationpreparation of manuscripts, speeches, detailed plans, letters, policies, etc. Editing written documents for content 		
 Reading comprehension - understanding technical or scientific blueprints and charts Public speaking 		

Physical Demands	Important	Not Important
	Important	Important
Balancing - maintaining body equilibrium to prevent falling when		
walking, standing, or crouching		
• Carrying - transporting an object, usually holding it in the hands or arms or on the shoulder		
• Climbing - ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms		
Color - Match or discriminate colors		
• Fingering - picking, pinching, or other-wise working with the fingers primarily (rather than with the whole hand or arm as in handling)		
 Feeling - perceiving such attributes of objects and materials as size, 		
shape, temperature, or texture, by means of receptors in the skin,		
particularly those of fingertips		
• Handling - seizing, holding, grasping, turning, or otherwise working with		
the hand or hands (fingering not involved)		
• Hearing - perceiving the nature of sounds by the ear or receiving detailed		
information through oral communication, or making fine distinctions in sound		
• Lifting - raising or lowering an object from one level to another (includes		
upward pulling)		
• Pulling - exerting force upon an object so that the object moves toward		
the force (includes jerking)		
• Pushing - exerting force upon an object so that the object moves from the		
force (including slapping, striking, kicking, and treadle actions)		
• Reaching - extending the hands and arms in any direction		
• Seeing - obtaining impressions through the eyes of shape, size, distance, motion, color, or other characteristics of objects or people		
 Sitting – placing your body in a chair, bending at the waist, with your 		
 Sitting – placing your body in a chair, bending at the waist, with your knees bent and back straight 		