

# Leon County Public Schools Classification Specification

Salary Grade 32

## Summary Information:

**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

### Activity Name

500	Print Shop	Provide duplicating and related services.
025	Photocopying	Make photocopies.
429	Equipment Repair and Maintenance	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  
**Supervisory Responsibility:** None  
**Type of Supervision:** N/A

Effective Date: 07/01/2003