

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

REPROGRAPHICS ASSISTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under supervision, perform a variety of duties in support of the College's reprographics functions including the use, care, and operation of various types of print shop bindery and other related support equipment and procedures in meeting the needs of College staff for reprographics services.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Process requests for printed materials.
2. Set up and operate bindery equipment.
3. Collate, assemble, fold, cut, trim, bind (including tape bind and spiral bind), staple, and shrink wrap reproduced materials.
4. Package completed print products for pickup by requestors.
5. Prepare print product completion notifications.
6. Perform non-technical maintenance on bindery equipment.
7. Run printing machine as assigned.
8. Follow safety precautions and rules; report all unsafe or irregular conditions to appropriate supervisory personnel.
9. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Principles and practices used in the setup, operation, adjustment, and routine maintenance of assigned bindery and associated equipment.
2. Occupational hazards and standard safety practices.
3. Basic terminology used in an in-plant print environment.
4. English usage, spelling, grammar, and punctuation.

**Chabot-Las Positas Community College District
Reprographics Assistant (Continued)**

Ability to:

1. Learn specialized terminology, equipment and procedures in the assigned work area.
2. Maintain poise and calm under pressure.
3. Demonstrate a pleasant demeanor and service-oriented attitude and behavior in assisting those who come in contact with the print shop area.
4. Understand and follow oral and written instructions.
5. Communicate clearly and concisely, both orally and in writing.
6. Establish and maintain effective working relationships with those contacted in the course of work.
7. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

No experience is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a print shop environment working near moving mechanical parts; exposure to noise, dust, fumes, odors, and potentially hazardous chemicals; works with machinery; frequently works around loud noise levels.

Physical: Primary functions require sufficient physical ability and mobility to work in a print shop setting and operate print shop equipment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment; verbally communicate to exchange information.

7/22/97;

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Library Learning Resources