

### Class Concept

This is a semi-skilled work performing the routine and less difficult tasks in the operation of an offset press with a maximum sheet size of 11 X 7. Positions operate equipment to print forms, maps, letters, pamphlets, and other printed materials. Peripheral equipment, such as a folder, cutter, jogger, collator, stapler, or perforator is operated to assemble and bind printed materials as required. Work is performed under the close supervision of an experienced, journey level press operator except when procedures are so standardized that they can be independently applied after initial instruction. Work is evaluated by examination of printed materials for quality of work and adherence to instructions and by the condition of the machinery after use. Work may include other duties as assigned.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Ability to learn the operation of an offset printing press.
- Ability to learn, understand, and carry out routine written and oral instructions.
- Ability to perform routine clerical work.
- A mechanical aptitude and physical stamina to lift, stand, and bend under light physical strength.

#### Minimum Education and Experience

Graduation from high school or General Educational Development (GED) diploma