

PRINTER

Code No: 5-16-006
NON-COMPETITIVE*

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult printing work involving expertise in the operation and maintenance of digital and offset printing and other graphic arts equipment. The employee prints a variety of graphic arts materials. The employee reports directly to, and works under the general supervision of, a higher-level staff member. General supervision may be exercised over subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed):

Accepts orders and designs from Monroe County departments;

Formats designs for specific products;

Sets up the printer and loads materials;

Runs the printer and inspects products along the way for accuracy;

Folds, binds, and trims finished materials;

Performs general maintenance and repair of the printers;

Stores and keeps inventory records of stock items.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of printing, bindery, and related graphic arts equipment; good knowledge of the operation and maintenance of digital printing machinery and related graphic arts equipment; good knowledge of layout techniques; good knowledge of the papers, inks, and other materials used in printing; organizational skill; ability to follow oral and written instructions; ability to perform mechanical repairs to printing and related equipment; ability to operate a camera to produce digital images; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus, two (2) years paid full-time or its part-time equivalent experience as a journeyman printer.

SPECIAL REQUIREMENT: If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Monroe County Civil Service Commission

REVISED: December 11, 1986

REVISED: October 3, 2024

*Approved non-competitive by New York State Civil Service Commission action on 9/8/1965 for all civil divisions.