

**CENTRAL PRINTING CLERK***Class Definition*

Under supervision, operates copy, mail distribution, and related equipment in the City's central reproduction and mail distribution service.

*Distinguishing Characteristics*

Central Printing Clerks operate high speed commercial quality copiers and bindery equipment and may perform the more routine tasks on offset presses and related equipment. This class is distinguished from Central Printing Technician in that the incumbent of the latter performs advanced journey level work and may provide lead direction to lower-level staff in the work unit.

*Typical Tasks*

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Operates a variety of equipment utilized in the Central Printing Division, such as high speed copiers, offset duplicators, collators, paper cutters and drills, cameras, plate makers, folders, and postage machines.

Binds forms, reports, and similar items by use of appropriate processes.

Drives a passenger vehicle or light truck to transport interdepartmental mail, documents, and supplies.

Operates and maintains power drill, folder, power cutter, collator, camera and photo direct equipment.

Operates offset presses in reproducing a variety of printed materials.

Operates photographic negatives for offset press plate making by opaqueing and stripping; burns and develops metal and acetate plates; operates a camera to enlarge or reduce size of forms.

Cleans and makes minor repairs and adjustments to copiers and related equipment.

Performs related duties as required.

*Knowledge, Abilities, and Skills*

Knowledge of the equipment, tools, procedures and techniques common to bindery work.

Ability to operate equipment and tools common to bindery work.

Ability to understand and follow verbal and written instructions.

Ability to perform arithmetic calculations quickly and accurately.

Ability to read addresses and sort mail quickly and accurately.

Ability to operate light vehicles.

Skill in the operation of high speed commercial quality copiers.

*Minimum Qualifications*

One year of full-time experience in the operation of reproduction equipment, such as copy machines, duplicating machines, bindery equipment, and postage meters.

*Necessary Special Requirement*

Possession of a valid Class C California Driver's License at time of appointment.

APPROVED: \_\_\_\_\_  
Director of Personnel

DATE: \_\_\_\_\_

MR/CT/co/11/03/89  
+141C/SPEC2