

# Reprographics Specialist: Reprographics Specialist I

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Plans the printing of all technical business documentation generated throughout the Business Area. Maintains an up-to-date knowledge in the latest state-of-the-art copy, photo, and printing technologies including related software programs. Performs troubleshooting functions to resolve problems in the Reprographics area and within all departments utilizing self-service copiers. Ensures the completion of all printing request according to schedule and within budget. Ensures that all work conforms to established standards and applicable specifications while establishing priorities as necessary.

Operates a variety of bindery equipment such as punches, cutters, binders, stapling machines, tabulating and bursting equipment, thermoplastic sealing machines, collators, and stitchers used to bind books, magazines, pamphlets, directories, and catalogs. Stamps numbers on sheets by hand or machine; feeds covers and sheets into various machines for punching, cutting, folding, ruling, stitching, indexing, and gluing; inserts extra sheets; and collates, stacks, and packs printed material in various stages of completion.

Operates large duplicating and/or scanning machines to make copies of drawings, photographs or documents. Selects sensitized paper according to color of line specified. Adjusts controls to regulate light intensity, exposure, developing, and printing time. Replenishes developing solutions; cleans, maintains, and makes minor repairs to equipment; trims, binds, and wraps finished work; makes autopositive (negative) of original material. Includes continuous process machine operations.

## **Knowledge**

Little or no knowledge of the job. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job. Excellent verbal and written communication skills.

## **Supervision Received**

Close supervision involving detailed instructions and constant checking on work performance.

## **Consequence of Errors**

Errors can be easily and quickly detected within the immediate work unit and would result only in minor disruption or expense to correct.

## **Contacts**

Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation.

## **Minimum Education and Experience**

Entry Level. 0+ years of directly-related experience with a High School Diploma. Associate's Degree in Graphic Arts or related field preferred. Basic Outlook, MS Word, PowerPoint and Excel skills.