

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Bindery Worker II	<b>REPORTS TO:</b>	Printing Services Supervisor
<b>DEPARTMENT:</b>	Management Information Systems	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	022 OTBS
<b>ISSUED:</b>	October 2, 2000		

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**BASIC FUNCTION:**

Operate a variety of bindery equipment, high speed copiers, microcomputers, related peripheral equipment, and software applications in the production of printed material.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Operate all equipment as assigned, including paper cutters, collators, folders, stitchers, tying machines, high speed copiers (analog and digital). **E**

Operate microcomputers, related peripheral equipment, and software applications used to facilitate digital production processing. **E**

Maintain and make minor adjustments to equipment; keep records of machine use and condition. **E**

Review printing requests for accuracy or special instruction. **E**

Notify supervisors of stock and supplies on hand. **E**

May lead and assist in training less experienced employees in proper operation of equipment.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to graduation from an occupational or vocational trade school in the graphic reproduction field.

**KNOWLEDGE AND ABILITIES:**

**ABILITY TO:**

Read, write, and understand the English language.

Follow oral and written instructions.

Operate all standard bindery equipment and high speed copiers.

Operate microcomputers, related peripheral equipment, and software applications used in digital production processing.

Lead the work of others.

Perform repetitive tasks requiring constant exercise of manual skill and mental alertness while maintaining production speed.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor setting; day or night shifts; working with machinery.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to read, prepare, and examine documents; standing for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store supplies; performing repetitive tasks; lifting supplies.

Revised 3.19.04—PeopleSoft

Job Code 7402

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