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<b>Position:</b>	Document Processing Technician I	<b>FLSA:</b>	Non-exempt
<b>Department/Site:</b>	Print Shop	<b>Salary Grade:</b>	06
<b>Reports to/Evaluated by:</b>	Supervisor	<b>Salary Schedule:</b>	Non-Operations

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**SUMMARY**

Under direct supervision, operates manual and computer-aided document processing equipment, including but not limited to bindery and related peripheral equipment. Work is performed with some independence and use of some independent judgment. Position is reviewed through observation of the work in progress and results obtained.

**DISTINGUISHING CAREER FEATURES**

The Document Processing Technician I is the first level in a multi-tiered career path governing duplicating and printing services. Advancement to this level requires skill at bindery, sorting, stacking, punching, and cutting equipment in addition to operating computer-aided document processors. Advancement to Technician II requires additional skills and abilities in offset press operation, job scheduling and equipment maintenance. Advancement to Technician III requires mastery in all equipment sufficient to perform a full range of repairs, to lead a small team and develop short and long term production schedules.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Receives specific job assignments from Supervisor and/or higher level Document Processing Technicians.
- Binds, stitches, folds, collates, cuts, punches, staples and otherwise generally prepares final duplication of materials.
- Operates peripheral equipment such as commercial bindery, sorting, stacking, wrapping, stapling, and material handling equipment.
- May operate or assist with the computer-aided high-speed copying or other copy machines, collating machine, binding equipment or other peripheral printing equipment. Sets machine for desired function and other paper size settings. Resolves paper jams.
- Reviews work orders for quantity, materials, time frame, and special handling. Plans work requests to optimize utilization of equipment.
- Performs routine servicing on document processing and peripheral equipment.
- Performs other related duties and responsibilities as required.

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires basic understanding of operating capabilities, sequences, and steps of computer aided and fully integrated copy center machines. Requires sufficient organizational skills to meet customer requests on a timely basis. Requires sufficient math skills to estimate quantities and dimensions. Requires sufficient human relations skills to communicate printing concepts with co-workers.

**Abilities:** Must be able to interpret and explain duplication services policies and procedures. Must be able to operate, maintain and provide basic troubleshooting of equipment used in document copying. Must be able to prioritize and schedule work in order to meet deadlines.

**Physical Abilities:** Incumbent must be able to function effectively indoors in a printing/reprographics shop environment engaged in work of primarily active nature where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents. Requires visual acuity to write and read printed materials and computer screens, and observe printing processes. Requires speech and hearing ability to carry on ordinary conversation and hear sound prompts from equipment. Requires ambulatory ability to stand upright, forward flexing, push, pull, stoop, bend, and reach for long periods of time to operate duplicating and other equipment. Requires sufficient strength to carry heavy weight (max. 75 lbs.) materials and supplies.

**Working Conditions:** Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

**Education and Experience:** High School Diploma, or G.E.D. Certificate; supplemented by additional college or vocational courses in materials reproduction graphic arts or a related field and one (1) year of printing and duplicating experience including graphics. Any equivalent combination of education, training and experience.

**Credential Requirements:** May require a valid driver's license.