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<b>Position:</b>	Document Processing Technician II	<b>FLSA:</b>	Non-exempt
<b>Department/Site:</b>	Print Shop	<b>Salary Grade:</b>	09
<b>Reports to/Evaluated by:</b>	Supervisor	<b>Salary Schedule:</b>	Non-Operations

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**SUMMARY**

Under general supervision, oversees and participates in the production of high volume reproduction and duplication services. Operates, maintains, and repairs a variety of offset press and computer-aided equipment used for printing and copying printed materials. 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 II represents the second level in a multi-tiered career ladder for printing and document production. Advancement to this position requires two years as a Technician I in addition to the ability to organize and sequence printing to optimize use of equipment and staff. 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**

- Schedules offset printing and duplicating work. Estimates timelines. Enters information onto a computer-aided job identification, tracking, and accounting system.
- Produces high quality printed materials by operating offset presses. Prints by adjusting and setting for paper path, multiple sheet detectors, pressure, paper receiver area for uniform stacking, feed roller pressure, paper pile height, feeder and paper path setup and speed of presses.
- Operates the 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. May bind, stitch, fold, collate, cut, punch, staple and otherwise generally prepare final duplication of materials.
- Operates a variety of peripheral equipment including but not limited to bindery, wrapping, cutting, stacking, and sorting devices.
- Completes documentation on print nature and quantities for purpose of charging user departments.
- Performs preventative maintenance and minor repairs of offset printing equipment. Lubricates and cleans mechanical parts, rollers, and other interior components.
- Confers with managers regarding paper stock, duplicating materials, and equipment and replacement parts.
- Performs other related duties and responsibilities as required.

## **QUALIFICATIONS**

**Knowledge and Skills:** The position requires a complete understanding of the offset press equipment used by the department for high volume printing. Requires complete knowledge of copy, binding, and ancillary equipment used for making copies and assembling completed materials. Requires a basic knowledge of graphic arts. Requires skill at using computer-aided duplicating equipment. Requires sufficient leadership, creative, and organizational skills to meet customer requests on a timely basis.

**Abilities:** Must be able to review, interpret and recommend printing services in order to meet user's needs. Must be able to interpret and explain duplication services policies and procedures. Must be able to operate, maintain and troubleshoot the full range of offset press, duplicating, and peripheral equipment used in the printing department. Must be able to establish printing schedules in order to meet deadlines. Must be able to prioritize and schedule work in order to meet deadlines. Communication skills must be sufficient to interact and discuss technical information with internal customers.

**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 college courses or industry training in printing press operations and three years of customer service and printing experience. Any equivalent combination of education, training and experience.

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