

Job Description
Printing Assistant
Winnefox Library System
Part-time, Non Exempt Position
System Support Classification, Level A

Under the supervision of the Graphic Artist, the employee will perform graphic art work of limited complexity and variety. Work consists primarily of duplication of printing requests, and related work as required.

Duties/Examples of Work

The following is a list of representative duties. As such, it is not meant to be exclusive. Other duties may be assigned that may reasonably follow and relate to essential tasks. This job description may be modified from time to time as the needs of Winnefox Library System and the position change.

1. Assist in the completion of printing requests and other jobs as assigned by the Graphic Artist.
2. Assist in the maintenance of graphic art equipment.
3. Assist in the maintenance of graphic art supplies and inventory.
4. Assist in maintaining statistical records of work completed.
5. Other duties as required.

Knowledge and Abilities

1. Ability to understand and follow simple oral and written instructions.
2. Mechanical aptitude.
3. Ability to provide careful attention to detail and error free and neat work.
4. Interest in and willingness to learn graphic arts skills.
5. Ability to learn assigned tasks readily.
6. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with co-workers and supervisors.
7. Keyboarding and filing ability.

Environmental and Physical Demands of the Position

1. Ability to work in confined spaces.
2. Bending/twisting and reaching.
3. Far vision of 20 feet or further; near vision of 20 inches or less.
4. Fingering: keyboarding, writing, filing, sorting.
5. Lifting and carrying: 50 pounds or less.
6. Pushing and pulling: objects weighing 60-80 pounds on wheels.
7. Sitting, standing, walking, climbing and stooping.
8. Talking and hearing.

Mental Requirements

1. Ability to comprehend and follow instructions: effectively follow instructions from supervisor.
2. Ability to deal with abstract and concrete variables.
3. Communication skills: effectively communicate ideas and information both in written and verbal form.
4. Reading ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
5. Mathematical ability: calculate basic arithmetic problems without the aid of the calculator.
6. Time Management: set priorities in order to meet assignment deadlines.

Equipment Used

Computer workstation, printing equipment, folders, staplers and trimmer (18 years of age and older for trimmer).

Education and Experience

High school diploma or equivalent or upon recommendation of Work Study Program Supervisor.