

## REPROGRAPHICS TECHNICIAN

### DEFINITION

Under supervision, operate a high speed, digital reprographic machine and auxiliary print equipment in the quantity production of printed material; maintain print production records; and provide assistance and information on efficient and productive print methods.

### EXAMPLES OF DUTIES

Set up and operate a high speed black and white/color complex digital reprographic machine; produce volume production of a variety of materials including booklets, letters, bulletins and a variety of other documents, including materials of a highly sensitive and confidential nature; program print instruction specifications; clean equipment; review manuals to assist in routine maintenance; provide information and assistance to print production users; set up copiers for extended production runs and monitor the equipment during the copy process; review originals for quality and efficient reproduction methods; file delivery records and print requests; maintain inventory of copier supplies; operate auxiliary print equipment including collator, folding machine, stapler, padding press, drill, paper cutter, and perforating machines; may provide training on copier usage.

### QUALIFICATIONS

#### Knowledge of

Methods, techniques, and procedures of quantity material duplication; inventory control and supply methods and techniques; record-keeping methods and procedures; safe working methods and procedures.

#### Ability to

Set up and operate a digital reprographic machine and auxiliary print equipment; maintain a variety of records and files in the print production center; understand and carry out oral and written instructions; establish and maintain cooperative working relationships.

#### Experience

One year of experience in the operation of quantity material reproduction using a digital reprographic machine. Experience in Mac or PC programs desired.

#### Education

Equivalent to the completion of the twelfth grade.

#### Physical Performance Requirements

Frequent standing or walking much of the time with some twisting, bending, stooping, and squatting also required. May work on irregular surfaces or at heights above the ground.

Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: January 12, 1999

Revised: May 11, 1999

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