



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Reprographics

Classification: Printing Trades Specialist I -- Assembly Reprographics

Posted: November 30, 2018

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Final Filing: December 13, 2018

Hours: Full-time (35 hours/week)

Starting Salary: \$3,100/month

Position Location: State Capitol, Legislative Office Building

Duties and Responsibilities:

- Under the direction of the Reprographics Manager, the Printing Trades Specialist I will be trained to perform a variety of basic tasks in the preparation and production of mass mailings, printing industry binding and finishing and will learn to operate a variety of machinery, and other reprographic responsibilities, as needed.
- These duties include but are not limited to:
 - Learn to operate, set-up, clean and make adjustments to printing equipment used in producing a variety of duplicated materials.
 - Learn to operate drilling, stapling, punching, collating and binding equipment.
 - Learn to operate a forklift.
 - Learn to operate mailing equipment and accurately fill out USPS paperwork.
 - Learn the Reprographics Tracking System and the recording of postage information.
 - Assist in other Reprographics related work as needed and assigned.

Requirements:

- Self-motivated with strong attention to detail.
- Ability to proofread documents and understand postal paperwork according to established rules and regulations.
- Understand and follow written and verbal directions.
- Communicate clearly and concisely.
- Establish and maintain cooperative relationships.
- Ability to work in and focus in a noisy environment.
- Bend, twist, reach and stand at a workstation as necessary to complete task.
- Ability to move a variety of packages and mail trays weighing up to 50 lbs.
- Work efficiently and effectively under pressure.
- Ability to work additional hours based upon the business needs of the department.

Contact: To apply, submit cover letter and resume to Human.Resources@asm.ca.gov.