CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION

TITLE: REPROGRAPHICS ASSISTANT

DEFINITION: Under immediate supervision, operates and assists in the operation of printing, reprographic, binding, and other equipment.

REPORTS TO: Office Services Supervisor

EXAMPLES OF DUTIES:

- Operates, cleans, maintains, and adjusts quality on high volume copiers;
- Trims, folds, pads, drills, and collates printed and copied finished stock;
- Binds books and manuals by stitching, taping, stapling, or with spiral bindings;
- Operates power paper cutter and paperfolder;
- May deliver mail;
- May assist in training student interns;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Six months recent full-time experience in the operation of high volume copying and binding equipment;
A valid motor vehicle operator license;
Ability and willingness to work occasional overtime and split shifts.

HISTORY:

Established 07/01/83, revised 05/10/88.

Approval/Adoption Dates: 05/10/88 - Human Resources Department
06/15/88 - Civil Service Commission