



535 East 80 Street, New York, N.Y. 10021

CUNY CLASSIFIED CIVIL SERVICE

POSITION DESCRIPTION:	TITLE	College Print Shop Assistant
	CODE	04805
	DATE	12/01/85

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

This class of positions encompasses the performance of entry-level work in the field of college print shop activities. There are two assignment levels within this class of positions. In addition to the following typical assignments, all employees perform other related duties.

EXAMPLES OF TYPICAL TASKS:

Assignment Level I - Under close supervision, performs simple and repetitive work using uncomplicated reproduction and auxiliary equipment according to standard operating procedures. Such work includes: setting up, operating, and maintaining quick-copy equipment and folding, saddlestitching, collating, binding, punching, padding, and cutting equipment; operating addressograph, inserting, and mailing equipment; picking up and delivering work; performing recordkeeping, housekeeping, and inventorying tasks.

Assignment Level II - Under moderate supervision, performs basic printing and duplicating work using standard equipment and machinery to produce black and white and single color line items. Such work includes: setting up, operating, and maintaining offset press and duplicating machines, automatic collating, folding & stapling, and binding equipment; creating photo offset masters by the photo direct method; mixing inks and chemicals; performing recordkeeping, housekeeping, and inventorying tasks.

QUALIFICATION REQUIREMENTS:

1. Possession of a high school diploma, or equivalent, preferably from a trade, vocation, or technical school, AND

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2. Six (6) months experience in basic printing, duplicating, and/or reproduction work, OR
3. A combination of education and/or experience which is equivalent to requirements 1 and 2.
4. A degree of manual dexterity and visual acuity is necessary.

DIRECT LINES OF PROMOTION:

FROM: None

TO: College Print Shop Associate