



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

**CUNY CLASSIFIED CIVIL SERVICE**

<b>POSITION DESCRIPTION:</b>	<b>TITLE</b>	College Print Shop Associate
	<b>CODE</b>	04806
	<b>DATE</b>	12/01/85

**GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

This class of positions encompasses the performance of intermediate-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 general supervision, with some latitude for independent action, performs moderately complex reproducing and processing work using a variety of printing, duplicating, reproduction, and auxiliary equipment to produce black and white, halftone, and close register items. Such work includes: setting up and operating to job specifications moderately complex equipment; creating photo offset masters by the photo direct or electrostatic method; performing binding work; collating on automatic collators; also, may lead a small group in printing, collating, and binding work; performing recordkeeping, housekeeping and inventorying tasks.

Assignment Level II - Under general supervision, with some latitude for independent action, performs complex reproducing and processing work using a variety of printing, duplicating, reproduction, and auxiliary equipment to produce a range of printed matter. Such work includes: creating photo offset masters using a variety of techniques; stripping line and halftone negatives at close tolerance in exact register; also, may lead a small group in platemaking, stripping, binding, printing, and collating; also, may perform minor, routine maintenance and repair work on equipment; also, may supervise the activities of a college graphics area and/or mailroom and messenger services; performs recordkeeping, housekeeping, and inventorying tasks; also, may train print shop staff.

**QUALIFICATION REQUIREMENTS:**

1. Possession of a high school diploma, or equivalent, preferably from a trade, vocational, or technical school, AND
2. Two (2) years of experience in printing, duplicating, reproduction, platemaking or similar 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, as is a mechanical aptitude.

**DIRECT LINES OF PROMOTION:**

**FROM:** College Print Shop Assistant  
**TO:** College Print Shop Coordinator