PRINTING AND REPROGRAPHICS SPECIALIST

NATURE OF WORK

This is responsible printing and reprographics work in the printing production areas of the SAA's reprographics facilities, including plate-making, press room, electronic printing and photocopying, book assembly and bindery, floor chart work, and mailing operations. Positions in this class may be assigned to designated areas of printing production, but may also be assigned to other areas within the printing operations to ensure quality and deadlines are met. Work is performed under the general supervision of an immediate supervisor, and is reviewed for quality and quantity of work performed and adherence to policies and procedures.

EXAMPLES OF WORK

(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)

- Uses work order tracking system to examine job orders, schedules and other job details; maintain records and data of jobs scheduled.
- Operates and troubleshoots high volume production printing equipment and related electronic printing equipment; performs daily equipment upkeep and cleaning.
- Operates and troubleshoots bindery equipment such as stitchers, paper cutters, folders, coil binding and other book binding equipment, paper drill and corner rounding equipment; cleans and maintains equipment.
- Operates and troubleshoots mailing equipment such as sorters, addressing equipment and inkjet printers; records accurate data for billing; performs preventative maintenance on mailing equipment.
- Operates shredders to provide secure document disposal and recycling of Senate documents.
- Operates and maintains metal plate making equipment.
- Ensures storage areas are clean and orderly; maintains safe working conditions.
- May operate a power jack.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work requires frequent physical effort such as walking, sitting, bending, standing, safely lifting objects up to 50 pounds, and operating computer key boards. Hazards include moving machinery, exposure to chemicals, such as inks and solvents, paper dust and excessive noise.

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.

MINIMUM QUALIFICATIONS

Work requires a high school diploma (or GED), and one to three years of experience which provides expert skills in the area assigned; or any equivalent combination of education and experience that provides that provides the following knowledge, abilities and skills:

- Knowledge of departmental rules, regulations, procedures and functions, including policies and regulations set by the Senate Rules Committee and the Senate Committee on Ethics.
- Knowledge of equipment, computers and relevant software/Web applications, and spreadsheets and databases.
- Knowledge of modern printing, typography, and reprographics principles and practices.
- Knowledge of paper, inks, and other supplies used in printing production.
- Ability to meet established quality control standards.
- Ability to inspect and coordinate work in an efficient manner.
- Ability to meet deadlines.
- Ability to establish and maintain effective working relationships with supervisors, co-workers, and customers.
- Ability to communicate effectively.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.

VETERANS EMPLOYMENT OPPORTUNITY ACT

Hiring for this position is governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995 ("CAA"). Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Senate Sergeant at Arms and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns ("veterans") may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans' preference if the veteran cannot claim his or her veterans' preference.

To be eligible for a veterans' preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans' Preference, which is available at www.senate.gov/saaemployment.

If claiming a veterans' preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans' Preference along with the supporting documentation specified on that form. If the Office of the Senate Sergeant at Arms does not receive the Application for Veterans' Preference and supporting documentation by the closing date, the applicant's claim for a veterans' preference may be denied.

Applicants may obtain a copy of the Office's Veterans' Preference In Appointments policy by submitting a written request to resumes@saa.senate.gov.

Individuals who are entitled to a veterans' preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the obligations and efforts of the Office of the Senate Sergeant at Arms to provide veterans' preference to preference-eligible applicants in accordance with the VEOA. An applicant's status as a disabled veteran and any information regarding an applicant's disability, including the applicant's medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran's status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans' preference.