

## Printer Helper

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position performs routine physical work which requires physical endurance and a willingness to perform arduous tasks. Additionally, incumbents may perform other simple office duties as the occasion demands. The work is performed under direct supervision. Does related work as required.

TYPICAL WORK ACTIVITIES: Assists in preparing printed materials for binding, collating, laminating, cutting, sorting, boxing and loading print shop orders; Shredding of confidential documents; Mail sorting and labeling for bulk mail order; Assists with unloading trucks; Cleans print shop as needed. Performs other duties when not involved in printing; May deliver print jobs to outlying School Districts.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Ability and willingness to perform routine manual tasks; Ability to understand and follow oral and written instructions; Ability to read and write; Ability to take and relay messages; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

NOTE: A valid NYS driver's license at the time of appointment and maintained during employment may be required depending on work assignment.

Adopted: 3/29/21

Reviewed: 4/5/22

Labor (PJC)