

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Printing Technician

REPORTS TO: Business Administrator/Assistant to the Business Administrator

QUALIFICATIONS:

1. High school diploma or equivalent training
2. Minimum experience as determined by the Board of Education
3. Maintains pleasant demeanor and has strong interpersonal skills
4. Knowledge of automated office equipment, and efficient office procedures
5. Good telephone skills and ability to communicate effectively
6. Ability to multi-task
7. Has good working knowledge of computers and Microsoft office applications
8. Maintains confidentiality as required and appropriate
9. Required criminal background check and proof of U.S. citizenship or resident alien status

JOB GOAL: To perform all aspects of the printing services for school district including collating, binding, organizing and packing in an efficient and timely manner

PERFORMANCE RESPONSIBILITIES:

1. Learn and update knowledge of operation of all district printing machinery
2. Perform printing services for school district including collating, binding, organizing, packing, and laminating, etc.
3. Maintain and organize accurate records of all print jobs
4. Prepare invoices for print jobs
5. Maintain and organize inventory of paper stock and advise supervisor as need to order arises
6. Responsible for service calls for photocopy machines as necessary
7. Perform such other duties as may be assigned

Approved: 5/12/09

Legal References:

N.J.S.A. 18A:6-7.1 Criminal history record
N.J.S.A. 18A:16-1 Officers and employees in general
N.J.S.A. 18A:16-2 Physical examinations, requirement
N.J.S.A. 18A:17-2 Tenure of secretarial and clerical employees
N.J.A.C. 6:3-4A.4 Requirements of physical examinations
Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

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