

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 6514  
Pay Grade: D09

FLSA: Non-Exempt

**ELECTRONIC PUBLISHING TECHNICIAN**

**MAJOR FUNCTION:**

Performs advanced technical work in the set-up and operation of a variety of networked and non-networked printers and related bindery and duplicating equipment. Prints documents in single, multi and process color. Work is performed independently under general direction and reviewed through observation and results obtained.

**DUTIES AND RESPONSIBILITIES:**

- Operates a digital copier/printer machine to complete assignments ranging from the production of single color forms, reading material and other documents to those requiring the merge of covers, text, indices and related items in single or multi-color.
- Performs all phases of equipment set-up, operation and routine maintenance.
- Reads various print job requests.
- Accesses computer files. Checks and/or manipulates documents, scans, edits, proofs, prints, stores and retrieves electronic documents.
- Performs basic reprographic functions and related bindery functions.
- Places service calls.
- Contacts other departments to answer questions and verify data.
- Monitors and manages supplies.
- Loads paper trays and staple cartridges.
- Troubleshoots electronic document issues.
- Completes job tickets and requisitions to provide input to management.
- Performs other related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a GED, and three (3) years progressively responsible experience in a combination of high-speed copier and electronic publishing operations. Demonstrated proficiency in computer skills.

ISSUED: 8/06 AK; BOARD APPROVED: 9/12/06

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an extensive list of all responsibilities and duties required of those in this classification.

## ELECTRONIC PUBLISHING TECHNICIAN

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthl y	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds				X	
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time				X	
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts	X				
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Electronic Publishing Technician – SEIU