

Reproduction Machine Operator - (3197-12)

Highly Competitive Employee [Benefits Package](#) and Generous Paid Time Off

DEADLINE TO APPLY: 08/04/2022

WORK LOCATION:

Job & Family Services
222 E. Central Parkway
Cincinnati, OH 45202

WORK HOURS: Full-Time, 40 hours weekly
(Potential for Hybrid Remote Work Schedule)

STARTING SALARY: \$18.17 hourly

NOTE:

Applicants for positions with Hamilton County Job and Family Services are subject to background screening in accordance with the document: "[Offenses that May Disqualify Candidates for Employment](#)." Convictions from this list may disqualify a candidate for employment with HCJFS.

Applicants for Children's Services positions cannot provide foster care for children in the custody of Hamilton County.

REQUIREMENTS (EDUCATION, EXPERIENCE, LICENSURE, CERTIFICATION):

- Six (6) months' experience on a document and imaging reproduction machine (e.g. Docutech/Konica Minolta).

AGENCY-PREFERRED QUALIFICATIONS:

- Familiarity with Microsoft Office and Adobe products.
- Know how to complete complex searches
- General familiarity with agency departments and their interactions with each other.
- Example – be able to determine in which area a document may have originated, and which department(s) may be using the document.

JOB DUTIES (SUMMARY):

- Operates and maintains all current Print Shop equipment, which includes, but is not limited to, the Konica-Minolta 1085, Konica-Minolta 1052, Konica-Minolta scanner, Xerox MakeReady, DocuShare (using look-up/search features), Adobe Acrobat Pro, folder, stapler, industrial paper cutter and drill press. Assists with training.
- Under general direction of the Document Manager, prioritizes printing requisitions, including: Functionally manages operations of the print shop including priority control of printing requisitions (with little technical supervision), which includes: Reproducing and printing electronic files, drawings, graphs and similar material, business cards, flyers; and as it relates to printing, assisting in the design, set-up and production of

special projects such as financial reports, RFPs and presentation materials. Scanning hardcopy documents when electronic files are unavailable.

- Operates, maintains and repairs equipment to eliminate down-time and to meet deadlines, including but not limited to: Cleaning, adjusting, oiling, and making minor repairs to production printers (when possible or feasible and at the direction of service/maintenance provider); Cleaning, adjusting, and performing minor adjustments and maintenance on folder, stapler, industrial paper cutter and drill press; Refilling and/or replacing supplies (e.g., paper, toner) in production printers. Contacts and schedules time with contracted vendor(s) to service and maintain equipment.
- Orders required supplies (e.g., paper, toner, state forms) to complete production of requested materials; maintains all related records including reference files (manual and electronic) to facilitate processing of report orders/requisitions; Moves/reorganizes stock; Uses accounting programs (e.g., QuickBooks) for sales, receiving, ordering and departmental billings.
- Maintains a clean and orderly workspace. Keeps supplies organized and stored properly. Take necessary precautions to securely store supplies according to its MSDS specifications (ig. Binding glue).
- Under general supervision, logs, schedules, tracks and prepares estimates (including specifications based on paper (e.g., finish, weight, and quantity)).
- Attends conferences and training.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: (*Indicates can be developed after employment)

- **Knowledge of:** Inventory control, safety practices, print shop practices and procedures, operation of all types of equipment located in print shop, printing machine operation.
- **Skill In:** Operation of production printing equipment (e.g., Xerox and Konica printers).
- **Ability to:** Understand manuals and verbal instructions, technical in nature; Deal with several variables in familiar context; Understand mechanical procedures; Calculate fractions, decimals and percentages; Proofread technical materials; Recognize errors and make corrections; Communicate with both internal and external customers to clarify often confusing and incorrect printing requests; Communicate with vendors service and maintenance needs when a machine requires repair; Produce high quality and specialized printing jobs requiring very close registration; Copy information into records with accuracy; Work alone on most tasks; Lift 10-50 pounds; Creatively find solutions to abstract problems; Adapt to new equipment when equipment changes.

PHYSICAL and/or MENTAL REQUIREMENTS:

- Must be able to lift 10-50 pounds
- Repeated stooping, bending, crouching, loading and boxing paper.

POSITIONS SUPERVISED:

- None

HAZARDOUS and/or WORKING CONDITIONS:

- Potentially hazardous/dangerous working conditions involving copying equipment, print production equipment and all print shop equipment
- Loud working environment due to the production printers

BACKGROUND CHECKS REQUIRED:

Background checks consistent with requirements in OAC 5101:2-5-09 must be completed at employment and every ten years following, including but not limited to the following systems:

- State Automated Child Welfare Information System (SACWIS)
- State Child/Abuse Neglect Central Registry Check for any state in which the applicant resided within the last five years
- Ohio Bureau of Criminal Identification Investigation (BCI)
- FBI
- National Sex Offender Public website (WWW.NSOPW.Gov) Code 5101:2-5-09 must be conducted for each prospective employee

If you are seeking more information about this position [CLICK HERE.](#)