

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PUBLISHING SPECIALIST I- 1258

DEFINITION:

Under immediate supervision and in a training capacity, to perform increasingly responsible work in the operation of publishing services equipment in all phases of the printing process; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the entry level class in the Publishing Specialist series. Instructions for completing work assignments are specific and all work is closely reviewed. This class differs from the next higher class, Publishing Specialist II, in that the latter performs a variety of more difficult, journey level printing, copying, scanning, and plotting, and bindery tasks under general supervision.

*** EXAMPLES OF DUTIES:**

- Operates printing, copying, scanning and plotting equipment;
- Operates a variety of bindery equipment;
- Collates material by hand;
- Performs hand bindery work;
- Wraps packages of finished material;
- Cleans, maintains, and makes simple repairs and adjustments to bindery machines;
- Lifts and moves boxes of paper stock;
- Keeps simple records;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

No specific education or experience is required. May require possession of a valid California Class B or Class C Driver License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.