

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 6268

**TITLE:** PRINT SHOP HELPER

**GRADE:** S-10

**DEFINITION:**

Under supervision, learns and performs binding and finishing operations involved in the reproduction of printed materials; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This is entry-level, unskilled printing, binding, and reproduction work.

**ILLUSTRATIVE DUTIES:**

Operates binding equipment, applying spiral, velo bind, perfect bind, GBC (General Binding Company) bind, and acco bind fasteners to printed materials as required;  
Operates a collator, including setting up the stapling and folding attachment and adjusting the machine as needed to achieve a quality finished product;  
Hand-collates sections of books, and assembles sections into completed job;  
Inserts single pages, correction pages, tab pages, replacement pages, and covers as instructed;  
Operates semi-automatic stapling and drilling equipment to staple a variety of collated work and drill the necessary number of holes;  
Changes drill bits and replaces staple wire as needed;  
Processes finished work from the xerographic and offset areas, shrink-wrapping and boxing work for shipment or customer pick-up and placing it in the appropriate area;  
Records the job in the shipping log.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to learn to operate a variety of binding and finishing equipment with speed and minimal waste;  
Ability to follow written and oral instructions.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to:  
Graduation from high school or a G. E. D. issued by a state department of education.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

REGRADED:            March 6, 2009  
REVISED:            July 18, 1997