



## Arkansas Game and Fish Commission Employment Job Posting

PRINTER - AGFC PRINTER

POSITION NO: 22095896

### **POSTING INFORMATION:**

Advertisement Opens: Nov. 22, 2019

Advertisement Closes: Dec. 6, 2019

Full Time: Yes

Salary: \$26,034.00 - \$26,034.00 Annually

### **POSTING REQUIREMENTS:**

#### Minimum Education and/or Experience:

The formal education equivalent of a high school diploma; plus two years of experience in the printing trade.

OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE HUMAN RESOURCES CHIEF.

#### Preferred Education and/or Experience:

NONE

#### Knowledge, Abilities, and Skills:

Knowledge of printing operations and procedures. Knowledge of form/graphic design. Ability to assign and coordinate work activities and monitor the performance of co-workers and/or subordinates. Ability to operate and maintain printing equipment. Ability to maintain inventory and requisition supplies. Ability to review print orders, determine materials needed, and produce a finished product.

#### Preferred Knowledge, Abilities, and Skills:

The printer is responsible for printing forms, brochures, booklets, reports and other requested materials. Knowledge of printing operations, procedures, and basic equipment maintenance. Responsible for maintaining inventory and supplies. Ability to review print orders, determine materials needed, and produce a finished product. Must be able to lift 50 pounds, bend, stretch, and stand for extended periods of time. Experience with Ricoh Pro C7200S printer or similar is preferred.

### **POSTING DETAILS:**

#### Position Location:

City: Little Rock, Arkansas

Office: Little Rock Central Office

Division: Communications

Job Summary:

The Printer is responsible for printing forms, pamphlets, and other requested materials. This position is governed by state and federal laws and agency policy.

Typical Functions:

Receives and reviews job orders, determines materials needed, and sets up and operates printing presses, plate making equipment, paper cutting, drilling, and folding machines to print and produce request orders. Controls press while printing, to ensure quality and proper number of copies and examines sample sheet to determine printing defects. Performs preventive maintenance on presses by oiling, replacing belts, and performing minor repairs. Cleans machine, equipment, and work area. Contacts service personnel for major repairs. Inventories and orders supplies and makes capital equipment requests as needed. Assists and trains new employees. Plans work schedule, assigns work, and reviews finished print jobs. Oversees maintenance and repair of printing equipment and supply inventory. Performs other duties as assigned.

Specific Duties and Responsibilities:

Receives and reviews job orders, determines materials needed, and sets up and operates a printing press, paper cutter, drilling, binding, and folding machines to print and produce requested orders. Controls press while printing, to ensure quality and the proper number of copies and examines sample sheets to determine printing defects. Performs preventive maintenance on presses by performing minor repairs. Cleans machine, equipment, and work area. Maintains daily meter and service logs. Contacts service personnel for major repairs. Inventories and order supplies as needed. Delivers completed jobs to customers. Performs filing duties, which may include purging and archiving old documents. Distributes copy paper to agency personnel. Performs other duties as assigned.

Certificates, Licenses, or Registrations:

Special Job Dimensions:

Exposure to hazardous chemicals and subjected to excessive noise from machinery in the performance of job duties. Occasional overtime may be required.

Other Specific Information:

All applicants subject to a criminal background check.

As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.