

Class Code: 081
City of Anaheim
Class Specification

Classification:
BINDERY WORKER

DEFINITION: Under moderate supervision assembles and binds printed materials into books and pamphlets and operates a variety of electrical and manual equipment related to the bindery process.

TYPICAL DUTIES:

Assembles and binds printed materials into books.

Operates machinery and equipment to collate, drill, cut and fold printed material. Wrap or box completed work.

Assembles agenda packages for the City Clerk's office and Planning Department.

Delivers materials to operating departments.

Operates centralized Kodak 200 A F Copier in relief of operator.

Performs occasional assigned services in mail room.

Maintains bindery material inventory.

Performs related duties as required.

MINIMUM REQUIREMENTS:

Knowledge of: Bindery processes and equipment.

Skill in: Use of bindery and copy equipment, interpreting requested products, identifying acceptable quality in end product and operating equipment in an efficient and cost effective manner..

License Required: Class III California Driver's License.

Supervision Received: Works under the supervision of Reprographics/Mail Supervisor.

Career Ladder Information: Experience in this class may meet the minimum requirements for Offset Press Operator.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

3/86 - NASH
3/89 - Rev. - LH
Doc: CS1291