

BOARD OF REGENTS STATE OF IOWA

REGENT MERIT SYSTEM

CLASS TITLE: Bindery Operator I

CLASS CODE: 7331

PAY GRADE: 203

GENERAL CLASS DESCRIPTION:

Under direct supervision, performs bindery functions by either manual or mechanical means as directed by written job ticket instructions and/or oral instructions from supervisor.

CHARACTERISTIC DUTIES & RESPONSIBILITIES:

1. Performs bindery operations such as section marrying, signature nesting, collating, binding, stitching, trimming, folding, and finish wrapping
2. Operates small hand machines such as drills, plastic binding equipment, paper cutter, and staplers.
3. Proofs original job copy to sample to confirm accuracy of job specifications before completion.
4. Maintains records of time, tasks, and number of pieces completed per job.
5. Prepares finished product by placing in boxes, mail trays, on carts, etc for delivery.
6. Performs routine maintenance, cleaning, and repair of equipment.
7. May train and assign tasks to student workers.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated to the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of procedures for performing bindery operations.
2. Ability to set-up, repair, and maintain equipment.
3. Ability to properly use bindery equipment and supplies.
4. Ability to read job tickets and prioritize tasks.
5. Ability to lift and/or move up to 70 pounds.
6. Ability to work in adverse conditions such as dust, noise, and fumes.
7. Ability to meet deadlines and respond to questions concerning completion time of jobs.

MINIMUM ELIGIBILITY REQUIREMENTS:

Ability to read and follow instructions, plus some mechanical or physical aptitude.

REVISION EFFECTIVE: July 30, 2001