

OFFICE OF THE SECRETARY OF THE SENATE

Position: Print Shop Pre-Press Operator

Hours: 9:00 a.m. - 5:00 p.m.*

*Session/Special days: Hours until project is completed

Summary:

The Print Shop coordinates the production and timely distribution of printed material necessary for the operation of Senate business. The Print Shop has several production sub-groups, so Print Shop personnel can specialize in one efficient and accurate aspect of production. Pre-Press Operation is the onset of production and critical in liaising projects from Insite Portal to the appropriate printing device.

Primary Responsibilities:

- Review incoming job tickets and prioritize by due date and printing machine availability
- Acquire .PDF files from Republican and Democratic InSite Portal.
- Prepare files through the Prinergy workflow system. This involves, but is not limited to, refining, trapping, imposing and proof production.
- Output production piece given to appropriate printing device (Xerox, iGen, Nuvera, and/or large or small format printing press).
- Monitor printing plate inventory, and notify Director when more printing plates need ordered.
- Maintain a clean work area, and a consistent workflow sequence, which affords all interested parties the ability to determine where a job is in the production process.
- When the workload of all incoming Pre-Press work is effectively processed and submitted for Press Room production, make yourself available to Bindery and Post-Production departments. This will help maintain efficient and timely output of printed and labeled articles.

- Help maintain server connectivity from Print Shop to Capitol. This will be coordinated with the IT Department and following instructions delivered by the IT Department.

Additional Primary Duties:

The position requires strict attention to details, process and procedure.

Word processing and computer skills are necessary. Training in printing machinery is mandatory. Additional training will be provided as needed.

Senate production schedules vary, so the Print Shop employees must be comfortable working in a varied slow-paced or fast-paced environment, while maintaining accuracy and efficiency.

The Senate is committed to providing a safe work environment for all employees. Working safely is a basic responsibility of all employees. Upon employment, the Safety Coordinator will discuss and provide the Accident and Illness Prevention Program (AIPP) and protocols to the new hire. The AIPP provides information and technical assistance for the promotion of an accident-free workplace and is available on the Safety website and may be requested by contacting the Safety Coordinators.

All Print Shop employees must wear protective eye and hearing equipment and approved safety shoes.

Other Miscellaneous Duties:

The Print Shop Pre-Press Operator will gain an overall understanding of the Print Shop, as well as the Office of the Secretary of the Senate and all offices under this jurisdiction.

As part of the team, there will be other duties as assigned, including but not limited to:

Answering phones, Filing

Required: This is a non-partisan, Institutional position, as with all positions within the Office of the Secretary. The Print Shop Pre-Press Operator is expected to act accordingly in all dealings with assignments, Members and staff.

The incumbent must maintain strict confidentiality in performing his or her duties in the Print Shop under the Office of the Secretary/Parliamentarian of the Senate.

The incumbent must demonstrate the following personal attributes:

- Be honest and trustworthy;
- Be respectful;
- Be detail-oriented;
- Be organized;
- Be proficient in typing and word processing;
- Be confident speaking in public;
- Be adept at handling multiple tasks in a fast-paced environment (Senate session especially);
- Be a team player;
- Possess cultural awareness and sensitivity;
- Be flexible;
- Demonstrate committed work ethic.