

## BINDERY ASSISTANT

### DEFINITION

Performs a variety of repetitive manual and equipment-operating tasks in assembling and binding printed materials.

### TYPICAL DUTIES

Assembles printed materials for binding.  
Packs and wraps completed work for mailing or delivery.  
Operates a paper cutter, folder, spiral-binding machine, velo bind machine, stitcher, drill, high-volume copier, and an automatic collating machine.  
Cleans, oils, and adjusts the machines operated.  
Pads materials with adhesive and brush.  
Keeps records of work performed and delivered.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Bindery Assistant performs repetitive manual tasks and operates bindery equipment in assembling and binding printed materials.

A Stock Cutter and Finisher operates power bindery equipment in order to perform paper-cutting, binding, and finishing operations.

An Inspection Assistant inspects, assembles, and repairs library and audiovisual educational materials.

### SUPERVISION

Work direction is received from a Stock Cutter and Finisher. No work direction is exercised.

### CLASS QUALIFICATIONS

#### Knowledge of:

Practices, processes, and equipment used in a bindery  
Safety regulations and practices applicable in machine operations

#### Ability to:

Operate a folder, paper drill, stitcher, and spiral-binding machine  
Clean, oil, and adjust the various machines operated

Special Physical Requirements:

Safely lift boxes of paper stock up to 70 pounds

ENTRANCE QUALIFICATIONS

Education:

\_\_\_\_\_ Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Six months of experience in operating a variety of bindery equipment, or six months of successful trade school training in the printing trades.

Special:

A valid California Driver License.  
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Managements retains the discretion to add or change typical duties of a position at any time.

Revised  
12-17-97  
JAS

Reviewed  
03-06-07  
MT