



Printing & Mailing Assistant Supervisor

Details

Job ID : 312

Title : Printing & Mailing Assistant Supervisor

Job Code : 722

Salary : \$2,042.00 (Monthly)

Grade : 7

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE FOR ASSISTING SUPERVISOR IN DAILY OPERATION OF ALL PRINTING AND MAILING SERVICES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 4 Years of Related Experience

Job Required Knowledge

- DIGITAL AND OFFSET PRINTING PRODUCTION PROCESSES

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Preferred Knowledge

- KENTUCKY COURT SYSTEM
- SUPERVISORY SKILLS

Job Duties

- SCHEDULE FLOW OF OFFSET PRINTING JOBS AND OVERSEE PRODUCTION
- ASSIST WITH OFFSET AND DIGITAL PRINTING AS NEEDED
- SUPERVISE STAFF IN SUPERVISOR'S ABSENCE
- ASSIST WITH SHIPPING AND MAIL HANDLING DUTIES AS NEEDED
- MAINTAIN INVENTORY DATABASE FOR PUBLICATIONS, FORMS
- MAINTAIN JOB TICKET DATABASE AND ROUTE PRINT JOBS TO APPROPRIATE EMPLOYEES
- PLACE ORDERS FOR MATERIALS, SUPPLIES AND PARTS NEEDED FOR DEPARTMENTAL OPERATIONS
- OTHER DUTIES AS ASSIGNED