



Printing & Mailing Supervisor

Details

Job ID : 450

Title : Printing & Mailing Supervisor

Job Code : 822

Salary : \$2,185.00 (Monthly)

Grade : 8

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE FOR DAILY OPERATION OF ALL PRINTING FOR KENTUCKY COURT OF JUSTICE AND MAILING SERVICES FOR THE ADMINISTRATIVE OFFICE OF THE COURTS.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 5 Years of Related Experience

Job Required Knowledge

- DIGITAL AND OFFSET PRINT PRODUCTION PROCESSES

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Preferred Knowledge

- SUPERVISORY SKILLS KENTUCKY COURT SYSTEM

Job Duties

- SUPERVISE ALL PRINTING AND MAILING SERVICES EMPLOYEES
- SERVE AS PRIMARY CONTACT FOR ALL CUSTOMERS REQUIRING PRINTING AND MAILING SERVICES
- PROCESS ALL PRINTING REQUISITIONS
- OVERSEE FORMS INVENTORY OPERATION
- MAINTAIN ALL DATABASES RELATING TO PRINTING AND MAILING SYSTEMS
- OTHER DUTIES AS ASSIGNED