

**CLASS TITLE: PRINTING SHOP SUPERVISOR  
(ADULT CORRECTIONAL INSTITUTIONS)**

**Class Code: 02354300  
Pay Grade: 23A  
EO: G**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** In the Adult Correctional Institutions, to be responsible for the operation of a large printing shop; to supervise, instruct and train inmate help in the various printing operations; and to do related work as required.

**SUPERVISION RECEIVED:** Receives general and specific work assignments from a superior with considerable latitude for the use of independent judgment in the application of the practices and techniques of the trade; work is reviewed usually upon completion for satisfactory performance.

**SUPERVISION EXERCISED:** As required, supervises the work of helpers or others assigned to assist in performance of a work assignment.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

In the Adult Correctional Institutions, to plan, lay out and be responsible for the working details involved in the operation of a printing shop.

To assign and supervise the work of inmate typesetters, printers, press people and other printing shop help.

To write specifications and requisition materials.

To read proof.

To instruct new inmate help in setting up and distributing type by hand; making up forms; making ready on presses; operating job, cylinder and automatic and offset presses; and performing ruling, cutting and binding operations.

To perform personally any operation about the shop.

To be responsible for the operation and care of all printing, cutting and ruling machinery and make minor repairs when necessary.

To keep records and make reports.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the practices, techniques, tools, materials and equipment of the printing trade and the ability to apply such practices and techniques; a working knowledge of English and punctuation; skill and accuracy in the performance of the various printing operations; skill in the operation, adjustment and maintenance of equipment; the ability to plan and lay out work; the ability to supervise and train others; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: completion of ten school grades; and

**Experience:** Such as may have been gained through: employment as a skilled printer.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENT:** At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

Class Revised: April 27, 1986

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