



The Department of Personnel Services, Employment Services Division announces the exam for:

Printing Services Operator Level I/II

Exam # 28307-22-0

Approximate Monthly Salary: \$3,278.16 - \$4,257.78

DESCRIPTION

Printing Services Operators operate a variety of printing, reproduction and related equipment to provide reproduced documents to County departments and special districts.

Printing Services Operator is a single class with two levels, Level I and Level II. Printing Services Operator (Level II) is the journey level in the series and is distinguished from the Printing Services Operator (Level I) in that positions operate more complex equipment and conduct more difficult reproduction projects. Printing Services Operator Level I is the entry level in the Printing Services Operator class. Incumbents work under closer supervision on the less complex printing requests and machinery. Incumbents are expected to increase proficiency prior to transition to Level II.

MINIMUM QUALIFICATIONS

Either: 1. Two years experience as a Printing Services Technician in Sacramento County service.

Or: 2. One year experience in reproduction processing including six months as an operator of offset printing processes and general bindery work.

Or: 3. A certificate of completion or Associates Art Degree or equivalent from an accredited trade school, college or university in the field of Printing Technology including course work in offset printing and/or production digital copy systems.

Filing Deadline: 5:00 PM on February 24, 2022

Please see job announcement for important testing information. This communication is a courtesy announcement only and is not meant to replace the full job announcement. Please view the official job announcement for all requirements and testing information. The full job announcement and online application is available for viewing on our website at www.sacountyjobs.net.

IMPORTANT REMINDER REGARDING PROVISIONAL APPOINTMENTS

- Provisional employees in this class should file for this examination.
- Individuals in provisional positions must be reachable on the eligible list to be considered for permanent appointment.
- If a provisional is not reachable, it is the appointing authority's responsibility to take the appropriate action to terminate the appointment. Civil Service Rule 7.5 states, "Provisional appointments shall terminate within twenty (20) calendar days after the date on which the eligible list is established."