

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISIONS APPROVED MAY 2013
RANGE: 43.0
CLASSIFIED
CODE: None

PUBLICATIONS TECHNICIAN

DEFINITION:

Under general supervision, to operate advanced word processing and computer equipment and software to produce a wide variety of documents;

and to do other related work as required.

EXAMPLES OF DUTIES:

Receive, process and track all incoming jobs and work with various departments to ensure timely delivery;

operate advanced word processing equipment and software programs to develop press ready handbooks, directories, programs, certificates, flyers, and forms;

assist and confer with personnel in planning, organizing, developing and designing of printed materials;

produce and/or revise office forms;

determine proper format including page size, margins, graphic or line art, typography, and type size;

work with web department to update electronic documents;

coordinate preparation of the annual public schools directory including receipt of information from districts, merging of new information/deletion of old, and preparation of masters for production department;

maintain detailed document storage files including all pertinent information regarding each job.

QUALIFICATIONS:

Knowledge of:

Current graphic design software such as, Adobe Creative Suite (InDesign, Acrobat, Illustrator, Photoshop) and Microsoft Office (Word, Excel, PowerPoint);

modern office methods, practices, procedures, and techniques;

appropriate English usage, spelling, grammar and punctuation.

Ability to:

Combine graphic layout and design with written text to develop professional press ready publications;

organize, establish, and maintain a data management, storage and retrieval system;

review materials for accuracy, correct spelling, punctuation and grammatical usage;

interpret and carry out office policies, guidelines, and procedures;

type or keyboard at a net corrected speed of 50 words per minute;

understand and carry out oral and written directions with minimal supervision;

establish and maintain cooperative working relationships.

Experience:

Three (3) years of experience working with advanced graphic design equipment and software.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in advanced word processing.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

CP: gs

12/8/15

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