



TEXAS HOUSE OF REPRESENTATIVES

INTERNAL AND EXTERNAL JOB POSTING

DOCUMENT SERVICES TECHNICIAN III

(PRESS/BINDERY TECHNICIAN)

SUMMARY: The employee performs highly skilled work in the press and bindery section of a state agency printing facility. Work is performed under general supervision in accordance with established policies with some latitude for individual initiative and judgment. All work performed under the direct supervision of the House Reproduction Department manager.

ESSENTIAL JOB DUTIES:

- Set-up and operate pile and continuous feed folders, paper cutter, perfect binder and saddle stitcher.
- Set-up and operate Ricoh Digital Printers to produce professional quality work.
- Communicate effectively with department staff and management.
- Adhere to department policies and procedures regarding project approval.
- Package printed products for delivery.
- Early and late shift work during Legislative Session.
- Performs other duties as assigned.

EDUCATION & EXPERIENCE: Graduation from a standard high school or equivalent, with a minimum of three years experience in the operation and maintenance of bindery equipment.

KNOWLEDGE, SKILLS & ABILITIES: Applicant must have extensive knowledge of the maintenance, operation and fine adjustments of press and bindery equipment; must be able to setup and operate bindery equipment, pile and continuous feed folders, programmable paper cutters, saddle stitchers, perfect binders, and other types of bindery equipment normally found in a medium to large state print shop. The applicant must be able to consistently produce professional quality work with precise measurements and close register adjustments required in multi-part forms and various types of publications. The applicant must be able to communicate effectively and is expected to train and assist in the operation of the Ricoh Digital Printers and perform some shift work in printing the House Daily Journal during Legislative Sessions. Overtime work hours will be required periodically, for which the individual will receive equivalent compensatory leave time. Must have the ability to work extended hours and to work under pressure to meet deadlines. Must adhere to department dress code and demonstrate the ability to follow all policies and procedures as set forth in the Personnel Manual.

GENERAL SALARY INFORMATION:

SALARY RANGE: State Salary Group A13. Salary will be determined by experience and qualifications.
OPENING DATE: March 6, 2020
CLOSING DATE: Until Filled
APPLY TO: Texas House of Representatives

To be considered an applicant for this position, you must complete a Texas House of Representatives application. Applications may be found at: <https://house.texas.gov/resources/employment/>.

Mail employment application(s) and resume(s) to:

Texas House of Representatives
Payroll/ Personnel Department
PO Box 2910
Austin, Texas 78768

Please Note: Only applicants scheduled for an interview will be contacted. The Texas House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0865.