

Bindery Worker 1

S9666
Pay Group 2
March 13, 2018

Definition: This is unskilled work in performing manual bindery operations duties in a duplicating section of a state agency.

An employee in this class operates manual bindery and related mechanical devices, and performs and bindery operations. Work may include assisting a higher level Bindery Worker in the operation of power driven machines which fold paper, punch or drill holes in paper, collate sheets, stitch or staple, and perforate paper. Work is performed under close supervision of a superior, who assigns and examines work for accuracy and adherence to specifications.

Examples of Work: Straightens paper by hand by machine.

Collates by hand.

Operates manual machinery that staples, punches holes in paper, or does plastic ring binding.

Assists in the operation of machines which fold paper, punch or drill holes in paper, collate sheets, stitch or staples, and perforate paper.

Pads forms, printed sheets, or tablets.

Performs related work as required.

Required Knowledges, Skills, and Abilities: Ability to learn simple bookbinding processes and the operation of related manual equipment.

Ability to operate simple mechanical devices.

Ability to follow written and oral instructions.

Ability to maintain effective working relationships with co-workers.

Minimum Experience and Training: No previous experience or training necessary.