

**OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF PERSONNEL**

**BINDERY OPERATOR**

**Position Code: K1170**

**DISTINGUISHING FEATURES OF THE CLASS**

Under direction, performs a variety of complex bindery operations on finished printed materials, including operation of various types of bindery equipment.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Operates various bindery machines including automated collator, folder, hole punch drill, machine stapler, spiral binder, laminator, paper cutter, shrink packager.
2. Cleans and adjusts equipment making necessary settings for handling of various sizes and weights of printed material; makes minor repairs and performs maintenance operations on equipment operated to correct malfunctions.
3. Operates hand truck to transport materials to and from area.
4. Writes up delivery tickets and affixes labels to completed materials for proper delivery.
5. Inspects work in process to ensure final quality check and to insure job is completed in accordance with original specifications; checks for defects such as imperfect binding or printing.
6. Performs hand collating and other hand finishing operations such as padding, counting, separating and hand folding.

**REQUIREMENTS:**

**Education and Experience**

Requires knowledge, skill and mental development equivalent to completion of four years high school and one year of experience in printing operations with emphasis on finishing and bindery activities in a public or private organization.

**Knowledge, Skills and Abilities**

Requires physical skill and agility required in operating bindery machinery.  
Requires physical strength for handling and movement of heavy materials.  
Requires working knowledge of office procedures, practices and equipment.  
Requires working knowledge of weights of paper and reactions of different types of paper to machines used.

## **BINDERY OPERATOR (Continued)**

Requires ability to work under pressure due to tight delivery deadlines and large quantities of work to be produced.

Requires ability to work in a production oriented environment.

Requires attention to safety and ability to work in a noisy machine area.

Requires ability to operate, adjust and care for sophisticated bindery equipment; requires mechanical aptitude.

Requires ability to effectively carry out complex oral and written instructions.

Requires ability to maintain satisfactory working relationships with other employees.

Approved by the Secretary of State Merit Commission - August 10, 1982

Effective - August 16, 1982

## **EXAMINATION INFORMATION**

Tests and Weights:                      Written Test 100%

Length of Eligibility:                      1 year