

Title: <b>Publication Technician</b>	Effective Date: September 9, 2019	Grade: IX	Job Category: Technician
Prior Title: Reprographics Technician, Sr. Reprographics Operator	Prior Effective Date: June 27, 2013	Grade: IX, VIII	Page: 1 of 1

**CHARACTERISTICS OF WORK**

Under general supervision, this position is responsible for a functional work area of the Creative Services Group within the Public Information Office and is accountable for the area's activities by ensuring the production of quality and economical reprographic services.

**EXAMPLES OF WORK**

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Operate, clean, adjust, troubleshoot and maintain equipment including photocopy, binding, printing, and other auxiliary equipment.
- Monitor, order and maintain operating supplies as well as other necessary inventory.
- Evaluate and assist in the development of specifications for new equipment.
- Compile and maintain production work records and filing systems.
- Assist other team members in performing reprographics functions.

**MINIMUM REQUIREMENTS**

Education and experience:

The educational equivalent to a diploma from an accredited high school.

Physical requirements:

Ability to lift 50 pounds with or without reasonable accommodation.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

**A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.**