SARASOTA COUNTY GOVERNMENT
CLASS SPECIFICATION

CLASS TITLE: DIGITAL DOCUMENT SPECIALIST

CLASS CODE: 34588
EEO Code: 7
FLSA: Non-Exempt
W/C Code: 4299
Pay Grade: 1108

MAJOR FUNCTION(S)

This is technical work operating and maintaining of all analog and digital copying equipment used by the print shop and also various bindery and finishing equipment.

TYPE OF DUTIES

- Set up, calibrate, operate and monitor all copy and bindery equipment. Monitor work in progress checking to assure quality and consistency of product.
- Perform digital editing of documents as needed.
- Complete work assignments from either scanned hard copy or electronic files as required.
- Operate print shop tracking and production report programs to ensure accurate billing and record keeping.
- Inspect and prioritize all job requisitions and organizes work schedule to meet specific deadlines.
- Determine the most efficient use of stock sizes and utilize best practices to maximize production efficiency.
- Participate in cross training of co-workers to encourage efficiency and quality of services performed by the work group.
- Prepare finished product for delivery, ensuring accuracy and completeness before delivery, including deliver of the finished product to the department as needed.
- Order and maintain billable and contractual supplies for all copiers and bindery equipment, including the maintaining of inventories for paper and production supplies.
- Provide a safe and secure and organized workplace.
- Ability to communicate with customers and vendors; responds to customer needs promptly and courteously.
- Participate in training sessions and certification goals as required and completes all available training courses as requested by the supervisor.

JOB-BASED COMPETENCIES:

- The aptitude to learn to operate and monitor various type of copying and finishing equipment and become proficient in the operation of all equipment.
- Ability to work in a fast-pace environment requiring completion of tasks in a stressful time line as required.
- Ability to work around large volumes of paper and the chemicals/toners related to the printing/copying industry.
- Ability to work with others in a team environment that is customer focused.

MINIMUM QUALIFICATIONS:
A High School diploma and one year of experience of printing or copying machine operations.

ADDENDUM TO DIGITAL DOCUMENT SPECIALIST (LEVEL I)

Digital Document Specialist (Level II) – Includes Offset Pressman Skills

MAJOR FUNCTION (S)
This is technical work operating and maintaining of all analog and digital copying equipment used by the print shop and also various bindery and finishing equipment. In addition to Digital Document Specialist Level I duties, Offset Pressman Level II duties are required: Operating and maintaining of all analog and digital copying equipment used by the print shop and various bindery and finishing equipment and the operating and maintaining all offset duplicators and presses.

TYPE OF DUTIES
- Duties of the Digital Document Specialist I job classification.
- Set up and operate all duplicators and offset presses
- Perform all necessary pre-press operations including the operation and maintenance of all photo-direct plate producing equipment.
- Perform all necessary and required maintenance on all print shop equipment.

COMPETENCIES FOR LEVEL II
- Demonstrated proficiency in all job duties required for a Digital Document Specialist Level I.
- Successfully completed one year of external training on offset duplicating/printing equipment and 6 months internal training with the various equipment.
- Completion of advanced Digital Document Specialist training program.
- Completion of the County's Customer Service Levels I, II.
- Demonstrated proficiency of computer software used in the print shop.

APPROVED BY **DATE**

_____ 2/27/19
Chris Louria, Chief Human Resources Officer

History: 5/6/04, 12/1/05