

Market Range Detail - Reprographic Technician

Effective Date

July 14, 2008

Market Range Title Description

Positions within this market range title are responsible for assisting customers with and producing a variety of printed materials through the operation of duplication (photocopy machines, bindery, offset printing press) and finishing (comb binder, lamination, mounting) equipment. Duties include downloading electronic files and preparing documents for printing by making formatting changes (page layout, page order, color correction, software conversion) and reviewing completed work to ensure that quality control and customer specifications have been met. Incumbents may be responsible for counting and packaging printed materials; delivering completed orders to the customer or end user; maintaining supply inventory and receiving stock; troubleshooting equipment error messages and malfunctions; entering data for tracking job orders; and providing monthly statistical reports on workload. Includes entry/journey and senior level positions.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$13.88	\$16.99	\$20.09

Likely Minimum Qualifications

- High school diploma or GED
- 6 months to 2 years of experience with reproduction and bindery equipment
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

Working Titles

- Reprographics Technician

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.