

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
SENATE REPROGRAPHICS  
PRINTING TRADE TECHNICIAN**

Are you interested in supporting the legislature? Do you like working in a fast-paced dynamic environment? Senate Reprographics provides in-house, full-service print shop support to the California State Senate. The Printing Trade Technician provides application and technical printing support to Senate Graphic Designers, which includes printing to a wide array of print devices including high-end image setters to film, large format printing to plotters, high-end four color process printing.

Under the supervision of the Manager of Senate Reprographics and the Production Supervisor, the Printing Trade Technician is responsible for performing highly diversified duties to install, troubleshoot, repair production and facility equipment, and provide software and networking assistance in support of the Senate's production goals and timelines.

**JOB DUTIES**

Troubleshoot, repair, upgrade, and provide network installation for and training on a variety of Macintosh computers in the Reprographics department. On-site hardware and software technical support, including one-on-one Mac OS systems training. Provide Macintosh systems maintenance and configuration of both wired and wireless networks. Provide support with Information Technology departments to ensure correct networking, as well as PC and Mac file sharing. Work with Manager and Production Supervisor on new equipment proposals, when needed. Coordinating with vendors and scheduling of maintenance and repair of printing equipment. Maintaining equipment parts and supply inventories under the supervision of the Manager.

**DESIRED SKILLS AND KNOWLEDGE**

Thorough knowledge of MC OS file sharing and working knowledge of Macintosh Server Software. Systems integration in mixed-platform environments. Print production using PDF workflow, which allows printing to many different devices with less pre-flight of jobs and better production. Working knowledge of FileMaker Pro. Knowledge of a print shop environment is desired. Knowledge of print production from designer work stations to finished product is a plus.

**ABILITY TO:**

Work independently, without immediate supervision, while maintaining, prioritizing and completing service. Work under tight deadlines in an often fast-paced environment.

Communicate clearly both verbally and in writing; establish and maintain effective and cooperate working relationships with those contacted.

**POSITION QUALIFICATIONS:**

High School Diploma. Any combination of experience and education that could provide the required knowledge and ability to qualify.

If you are offered this position and are vaccinated, you will be required to submit a copy of your COVID vaccination card with your new hire paperwork.

**SALARY AND FILING DATE:**

Salary starting at \$4,988 per month.

Applications will be accepted until position is filled.

**SUBMIT RESUME AND SENATE EMPLOYMENT APPLICATION TO:**

Victoria Ramos, Manager

Senate Reprographics

1020 N Street B-7

Sacramento, CA 95814

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