

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
PRINTING TRADE TECHNICIAN
OFFICE OF SENATE REPROGRAPHICS
(SACRAMENTO, CA)**

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.

BASIC FUNCTIONS:

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.

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.

DESIRABLE 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 too 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 workstations 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, in writing; establish, maintain effective, and cooperate working relationships with those contacted.

EDUCATION AND QUALIFICATIONS:

High school diploma required.

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.

LOCATION, SALARY AND FILING DATE:

This position is located in Sacramento, CA.

Salary starts at \$4,988 per month plus benefits.

Final salary will be commensurate with experience and education.

Applications will be accepted until the position is filled.

BENEFITS:

The Senate offers a competitive benefit package, which includes:

- Health
- Dental
- Vision
- California Public Employees Retirement System (CalPERS)
- 401(k) and 457 plans
- Flexible spending accounts

SUBMIT SENATE APPLICATION AND RESUME TO:

Victoria Ramos, Manger

Senate Office of Reprographics

1020 N Street, Room B-7

Sacramento, CA 95814

Or via email: Victoria.Ramos@sen.ca.gov

The Senate application form is available through the Senate job webpage:

www.senate.ca.gov/senatejobs

The California State Senate values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. The Senate believes the diversity of our employees and their unique ideas inspire innovative solutions to strengthen our ability to support the legislature. Join the California State Senate and help us support California communities.

Date Posted 05/04/2022