

**City of New York  
DEPARTMENT OF CORRECTION  
Job Vacancy Notice**

<b>Civil Service Title:</b> Assistant Printing Press Operator	<b>Level:</b> none
<b>Title Code No:</b> 92122	<b>Salary:</b> \$46,880 - \$55,000 <b>Frequency:</b> Annual
<b>Business Title:</b> Production Assistant	<b>Work location:</b> 75-20 Astoria Blvd., East Elmhurst, NY 11370
<b>Division/Work Unit:</b> Public Information	<b>Number of Positions:</b> 1
<b>Job ID #:</b> 224118	<b>Hours/Shift:</b> Day Tour

**Job Description**

The New York City Department of Correction seeks a Production Assistant to support the Office of Public Information. Under general supervision, the Production Assistant will operate high volume production color printers and a range of mono printers, large format color photographic printers, and associated finishing equipment including professional stitchers, guillotines, laminators, and paper drills. The incumbent will also provide full copy/printing service to all departments within DOC, creates, edits and produces documents in electronic format; complete projects accurately and in a timely manner; assemble and staple reproduced materials as necessary; maintain an inventory of paper and supplies; prepare reports and maintain appropriate records; and perform related duties as assigned.

**Qualification Requirements**

1. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and three years of satisfactory full-time experience operating a cylinder-type printing press using the offset-press printing process; or
2. Education and/or experience equivalent to "1" above.

**Preferred Skills**

- Knowledge of print production, print projects, cutting and binding, design, and photography;
- Proficiency using Microsoft Office (Word, Excel, PowerPoint, Outlook); Photoshop and other print production software;
- Excellent verbal and written communication skills; strong customer service skills;
- Ability to multi-task and meet restrictive deadlines; Ability to interact with all levels of staff;
- Ability to work with vendors and establish working relationships.

**Residency Requirements**

New York City residency is generally required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**To Apply**

For City employees: Go to Employee Self-Service (ESS)-[www.nyc.gov/ess](http://www.nyc.gov/ess) and search for Job ID#:224118

For all other applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for Job ID#: 224118

Submission of a resume is not a guarantee that you will receive an interview.  
Only candidates under consideration will be contacted.

**Post Date:** 11/27/2015

**Post Until:** 12/10/2015

**The New York City Department of Correction and The City of New York are Equal Opportunity Employers**