

# AgriLife Classification Description

Last Updated: 4/17/02

3526  
PRINTING SERVICES REPRESENTATIVE  
11/01/01

## SUMMARY

**General Description:** Assists customers in determining and planning their printing needs.

## DUTIES

**Typical:** Assists customers with an extensive variety of printing projects, including offering advice on practicality, cost and time required for completion; maintains a broad base of knowledge of printing formats, methods, materials and costs; answers questions regarding printing methods; completes job ticket providing technical information about project specifications; serves as a liaison between customer and printing shops; returns proofs to customers for accuracy checks; monitors progress of projects and advises customers; performs related duties as required.

## SUPERVISION

**Received:** General instruction and occasional review from Printing Center Manager, or other administrative manager.

**Given:** None.

## EDUCATION

**Required:** High school graduation or any equivalent combination of training and experience.

**Preferred:** Associate's degree.

## EXPERIENCE

**Required:** Five years progressively responsible experience including at least one year of printing related experience.

**Preferred:** Eight years progressively responsible experience including three years printing related experience.

## KNOWLEDGE, ABILITIES AND SKILLS

**Typical:** Familiarity with all phases of the printing process and printing technology. Knowledge of job layout and imposition.