

AgriLife Classification Description

Last Updated: 4/17/02

3531
BINDERY OPERATOR I
11/01/01

SUMMARY

General Description: Binds materials and performs other routine bindery functions.

DUTIES

Typical: Hand gathers materials; glues wraparound covers; operates stitching machine, perforates, or punches materials; jogs, stacks, and pads forms; wraps and labels or ties finished work; operates spiral binding equipment, round corner equipment, collator, automatic stapling machine, and large hydraulic paper cutter; assists with the operation of complex binding equipment; performs related duties as required.

SUPERVISION

Received: Detailed initial instruction and periodic review from higher level Bindery Operators or administrative supervisor.

Given: None.

EDUCATION

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

Preferred: Vocational training in bindery operations.

EXPERIENCE

Required: One year operating bindery equipment.

Preferred: None.