

LEGISLATIVE COUNCIL POSITION DESCRIPTION

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT.

POSITION: General Helper

AGENCY: Legislative Service Bureau

DIVISION: Legislative Printing Division

STATUS: Full-time

GENERAL DESCRIPTION OF POSITION:

This individual assists journeymen press and bindery staff with their production duties in a full-service print shop by stacking, loading, and packaging printed materials. Individual performs janitorial work in shop area to maintain cleanliness and assists with inventory of paper, supplies, and printed materials. Individual packages, loads, and delivers materials to legislative offices. The work is performed under the immediate direction of a foreman and under the general supervision of a division director.

EXAMPLES OF WORK:

- Assists journeyman press and bindery staff by stacking, loading, and packaging raw and printed materials to expedite workflow.
- Removes scrap and recycled materials from shop area.
- Receives stock and maintains inventory of paper, supplies, and printed materials.
- Assembles printed materials; assists in wrapping publications.
- Diagnoses malfunctions and performs minor maintenance on shop machines and equipment as needed.
- Performs janitorial services in shop area to maintain a neat and clean work environment, including sweeping, trash pick-up and removal, organizing materials, etc.
- Delivers printed materials to legislative office buildings or vendors in downtown Lansing area, which includes repetitive loading and unloading of boxes weighing up to 65 pounds, operating a forklift, and maintaining a positive customer service orientation.
- Performs all duties safely and adheres to safety rules and regulations.
- Maintains a high level of professional.
- Performs other duties as assigned.

MISSION STATEMENT PRINCIPLES AND GOALS

- Displays a team-oriented attitude toward co-workers and other Legislative Council staff.
- Provides high-quality services and products to members of the Legislature and other customers.
- Acts in a professional manner.
- Takes initiative in improving one's knowledge, skills, and judgments to better serve the Legislature.

KNOWLEDGE, SKILLS, AND ABILITIES THE EMPLOYEE SHALL EXHIBIT IN THE POSITION:

The employee in this position possesses the knowledge, skills, and abilities to:

- Ability to learn the principles, processes, and equipment used in commercial printing and bindery operations.
- Ability to lift up to 65 pounds repetitively with ability to stand, stoop, kneel, crawl, climb, squat, and bend.
- Ability to maintain, adjust, and perform minor repairs to print shop equipment.
- Ability to learn and operate forklift and roll clamp truck.
- Ability to understand and carry out oral and written directions.
- Ability to problem-solve and work independently with minimal direction.
- Ability to demonstrate teamwork and good interpersonal skills.
- Ability to meet delivery schedules.
- Ability to learn occupational hazards and necessary safety precautions involved with print shop operations.
- Ability to maintain regular work attendance and punctuality.
- Ability to demonstrate strong customer service orientation.
- Ability to learn delivery route locations and follow established delivery procedures and traffic laws.
- Confidently use standard hardware, operating system, and print functions of a PC.
- Confidently use the standard functions of email and timesheet software.

MINIMUM QUALIFICATIONS FOR THE POSITION:

- High school diploma or GED Certificate required.
- Strong mechanical aptitude required.
- Teamwork and positive interpersonal skills required, including a strong customer service orientation.
- Must be able to work efficiently under pressure and tight deadlines with attention to detail.
- Must possess valid Michigan driver's license with a history of safe driving.
- Must be physically able to perform the essential functions of the position.
- Forklift certification preferred.
- Equivalent combination of education and experience acceptable.

NECESSARY SPECIAL REQUIREMENTS:

- Must be willing and able to work overtime and irregular hours as required, including weekends, evenings, and holidays.

April 4, 2023