

BOOKBINDER APPRENTICE SENIOR

3861N1
Pay Grade: "See Index"

DEFINITION OF WORK

This is on-the-job training in skilled bookbinding work in the bindery of the State Printing Plant.

Work involves learning to perform a variety of skilled tasks related to the binding of books and other material. Work is performed under immediate supervision according to specific instructions and under close review for quality of work produced and adherence to prescribed procedures.

EXAMPLES OF WORK PERFORMED

Learns to set up and operate cutting, collating, folding, stripping, backliner, rounderbacker and gathering machines; learns to operate bookcover presses, embossers and other bindery equipment; learns to set up small bindery machines operated by bookbinders.

Learns had casemaking and sculpturing.

Learns categories of highly skilled bindery work such as sewing and gluing the backs of books, and hubbing.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Abilities

*Ability to learn skilled bookbinding processes and the operation of related equipment.

*Ability to understand and carry out oral and written instructions.

*Ability to demonstrate manual dexterity and mechanical aptitude.

*Necessary at Entry

MINIMUM REQUIREMENTS:

High school diploma or equivalent.

REV: 12/95

REV: 10/98

REV: 02/00

REV: 11/01

REV: 08/05