

BOOKBINDER APPRENTICE

3860N1
Pay Grade: "See Index"

DEFINITION OF WORK

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

Work involves learning to perform a variety of semi-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 the operation of wire stitchers, and book sewing, stitching, perforating, punching, stripping, jogging and drilling machines.

Learns hand folding, gathering and inserting, backstripping and sewing.

Learns to load stock for folding, gathering and other bookbinding machines operated by journeyman bookbinders.

Learns to inspect bound and unbound books for misprints, missing signatures, torn pages and other defects.

Wraps books for delivery.

Performs related work as required.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

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

Ability to understand and carry out oral and written instructions.

Manual dexterity and coordination.

MINIMUM REQUIREMENTS:

High school diploma or equivalent.

REV: 12/95

REV: 10/98

REV: 02/00

REV: 11/01

REV: 08/05