

# BOOKBINDER

3862N1  
Pay Grade: "See Index"

## DEFINITION OF WORK

### Summary

This is semi-skilled bookbinding work.

An incumbent in this class performs a variety of semi-skilled tasks for binding books and other material. The work is highly routine and is performed under the general supervision of a foreman and under the immediate direction of a journeyman bookbinder.

### EXAMPLES OF WORK PERFORMED

Hand folds, gathers and inserts various printed material as directed.

Operates sewing, wire stitching, perforating, punching, stripping, and drilling machines.

Assists in operating folding, gathering, and casing-in machines.

Inspects bound and unbound books for misprints, missing signatures, torn pages and other defects.

Wraps books for delivery.

### REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

#### *Knowledge*

\*Knowledge of the practices and equipment used in a modern bindery.

\*Knowledge of occupational hazards and necessary safety precautions.

#### *Abilities*

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

#### *Skills*

\*Manual dexterity and coordination to operate bindery equipment.

\*Good physical condition without serious defect of vision, hearing or members.

\*Necessary at Entry

### MINIMUM REQUIREMENTS:

One year of experience in performing bindery handwork and assisting on various bindery machines. High school diploma or equivalent.

REV: 12/95

REV: 10/98

REV: 02/00

REV: 11/01

REV: 08/05