

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Austin, Texas 78711-3087
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Internet: www.tceq.texas.gov
Fax: (512)239-0111

State Title: Printing Services Tech III
Functional Title:
Job Posting: 16185
Monthly Salary: \$2453.25
Salary Group: A13
Posting Date: 03/07/2016
Close Date: 03/21/2016
Section/Division: Staff Services Section/ Human Resources & Staff Services Div
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 2448

Job Description:

Performs complex technical work in the production of printed documents, manuals, forms, reports and brochures for use by agency staff, other governmental entities and the general public. Programs, sets-up, operates and maintains complex xerographic equipment to produce printed documents for use by agency staff, other governmental entities and the general public. Consults with general public and program areas on the duplication of Public Information Request (PIR) requests. Consults with the agency staff on copy services requirements and performs follow-up on quality and timeliness of requested products. Maintains documentation of workload, equipment utilization, supplies inventory and payments received. Investigates and resolves problems relating to copying equipment and services.

Military Occupational Specialty (MOS) Codes: 3A1X1

Minimum Qualifications:

Three years of full-time experience in the operation of reproducing and duplicating machines.

Preferred Requirements:

Experience using Multi-functional Printers (MFP) and Wide Format Printers.

Experience with High-Speed Scanners to create PDF's and CD's.

Experience with Copy Center equipment, such as: bindery equipment, joggers, folders, paper drill, paper cutter and stitcher.

Experience dealing with the public and/or government sector.

Experience working with MS Office Suite and Adobe Pro.

Special Requirements:

Moving up to 50 pounds of paper or equipment.

Condition of Employment:

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Services (HRSS) office by 5:00 p.m. on the closing date. A signed faxed or emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer