



# JOB OPPORTUNITY

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**Announcement Number:** 08-697  
**Position Title:** **Head Offset Pressperson (4-Color)**  
**Series and Grade:** KM-4417-00  
**Salary Range:** \$38.33 PH Plus 10% Night Rate  
**Promotion Potential:** None  
**Opening Date:** 11/03/08  
**Closing Date:** 11/17/08  
**Location of Position:** Plant Operations, Press Division,  
Offset Press Section, Washington, DC  
**Number of Openings:** Two  
**Type of Appointment:** Permanent  
**Work Schedule:** Full-time, Shift 2 - 3:30pm-12:00am  
**Who May Apply:** Permanent GPO Employees Only

## **MAJOR DUTIES:**

The primary responsibility of the incumbent includes the set-up, adjustment, operation, and maintenance of two and four-color offset sheet-fed presses and two-color envelope/specialty offset presses, printing assigned work according to specifications, and assigning work to the press crew. Reads press statement and job jacket to determine status and specifications of the job(s) to be printed. Leads crew in setting-up feeding and delivery units on press and achieving make-ready. Sets perforators as necessary. Makes constant inspection of work and press throughout press run. Paginates book and checks missing work. Makes necessary adjustments, including diameters on plate and blanket cylinders for two and four-color work or one and two-color perfecting work. Maintains color, density, and registration during press run for two-color or four-color process work. Ensures that required quality level is met or exceeded, while maintaining established production standard. Operates a PC and PC based programs to retrieve and generate production data. Performs other related duties as assigned.

## **QUALIFICATIONS NEEDED:**

Applicants must meet the following screen out element, job element #1 below, to be considered eligible for this position: *Ability to do the work of a Head Offset Pressperson (Four-Color)*. Applicants must have experience and/or training of sufficient scope and quality to independently perform the duties typically required of a Head Offset Pressperson (Four-Color) at the journeyman level. These duties require setting up, operating, adjusting, troubleshooting, and maintaining multi-color perfecting sheet-fed offset presses and one and two color envelope/specialty offset presses; printing work that involves tight registrations and high quality levels; and reading and interpreting specifications. Current GPO employees competing under merit promotion procedures must meet these requirements under the conditions Federal Merit Promotion Program Instruction 615.2A (Plan No. 13) which requires the following:

- 1) Have completed a formal, recognized apprenticeship or Government Printing Office journeyman training program, or possess substantially equivalent practical experience in the trade of the vacancy.
- 2) Have at least 1 year of journeyman experience subsequent to completion of the above apprenticeship or training; **AND**

- 3) Have served a minimum of 1 year in a career or career-conditional appointment in the Government Printing Office.

### **HOW YOU WILL BE EVALUATED:**

Your overall background of experience, education and training will be evaluated to determine to what degree you possess the knowledges, skills, and abilities listed (KSA) in the job elements below. Your narrative responses should explain how your experience, education, and training demonstrate that you possess each KSA. When responding to the job elements, please be sure to explain how often you used the skills, the complexity of the knowledge you possess, and provide examples of problems you have handled and the results that were achieved. Please limit your narrative response statements to one page per job element.

#### **Job Elements for this position:**

1. Ability to do the work of a Head Offset Pressperson (Four-Color) with normal supervision (**SCREEN OUT**). Describe experience and training you have had that demonstrates your ability to work independently as a Head Offset Pressperson in relation to multi-color perfecting sheet fed presses. Please give specific examples detailing the kinds of instructions you receive(d) from your supervisor in performing pressperson duties.
2. Skill in setting-up, operating, adjusting, troubleshooting, and maintaining multi-color perfecting sheet-fed presses and one and two-color envelop/specialty presses.
3. Ability to print and inspect multi-color work that involves tight registrations and high quality levels (e.g. Quality Level II).
4. Ability to read and interpret press statements and work jacket specifications.
5. Ability to paginate, make folds, perforate, slit, score, use a micrometer; and select from various paper stocks and printing inks.

### **HOW TO APPLY:**

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

**STEP 1:** Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf). If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at [http://www.gpo.gov/careers/pdfs/Resume\\_Checklist.pdf](http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf).

**STEP 2:** Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Employee Services Center in Room C-106.

**STEP 3:** Prepare separate narrative responses to each of the job elements listed in this announcement.

**STEP 4:** Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

**Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement.** Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

**Send your complete Application Package to:**

Application Processing, STP: HCD  
U.S. Government Printing Office  
732 N. Capitol Street, NW  
Washington, DC 20401  
FAX: (202) 512-1292  
Email: [applicationprocessing@gpo.gov](mailto:applicationprocessing@gpo.gov) (Please include announcement number in subject line and attach documents in Word or PDF format).

**For Additional Information:**

HR Consulting Services  
Aisha Maxwell  
Phone: (202) 512-0666  
TDD: (202) 512-1519

To confirm receipt of your application, call: 202-512-1117.

**Applicants are responsible for verifying their application has been received in its entirety, regardless of the submission method. Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.**

**GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.**

**GPO is an equal employment opportunity employer.**