

Print Production Specialist – Secret Clearance Required

Seeking to hire a Print Production Specialist with expertise to support day-to-day operations and special projects for FinCEN. The Specialist will also handle requests for printing and distribution from various sources for simple to complex printing requirements.

Roles and Responsibilities:

- Developing production methods to meet customer's schedules; reports of work in progress, and completed work for review before distribution.
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- Each job delivered to the specialists will be accompanied by a Fin006 (Request for Graphic Services) which details the specialized printing requirements of the customer.
- Each request shall be carefully reviewed to make sure it is complete and requirements are clearly defined. If there are any questions about the information provided, the print specialist shall obtain clarification from the customer or COR.
- Provide suggestions to prescribe policies and procedures for the procurement of all FinCEN mission essential printing, binding, related supplies, and related services.
- The Print Specialist will interact with vendors in the printing industry to ensure policies and procedures are kept in place.
- Operate one or more copying/printing/plotter machines to make copies or printouts of documents such as letters, reports, presentations, manuals, business cards, and posters, large format printouts, contact sheets, covers, and bulletins.
- Use tools like cutting blades, and rulers to crop illustration board, foam core, and printouts.
- Combine templates and structured data sources to create mail merges.
- Operate small binding machines.
- Perform clerical duties associated with the request for design, printing, and photographic services.
- Track work, deliver and pick up work.
- Maintain an inventory of supplies and parts needed for reproduction equipment.
- Coordinate repairs with vendors.
- Demonstrated experience operating high speed copiers/printers/scanners/vacuum press/cameras and binding equipment including the ability to coordinate tasks and maintain accountability for vital project functions.
- Meet daily production goals and quality standards.
- Exercises quality control by assuring the published information is accurate, complete, and conforms to established standards and specifications.
- Performs the following distinct quality inspections: acceptability of materials and printing process, work in process to prevent rework, final inspection at the conclusion of

each major work phase, pre-final film, prepress inspection, press sheet inspection, and published.

- Consistently meets deadlines and time constraints.
- Recommend alternatives for problem jobs with anticipated difficulty meeting cost, schedule or performance goals, and offer process improvement recommendations to the COR as identified when needed.
- Determine appropriate print suppliers and coordinate appropriate printing procurement activity with the U.S. Treasury Printing Office / Government Printing Office (GPO) as outlined in Title 44 of the United States Code of Federal Regulations.
- Mount, frame, and utilize Vacuum Press.
- Submit a weekly status report containing work accomplishments, issues and resolutions, planned activities for the following week and issues/risks that may impact the quality of work or planned milestones.

Minimum Requirements:

- Requires Bachelor of Arts Degree or equivalent work experience related to office or administrative support skills
- Excellent customer service, teamwork, and collaboration skills.
- Utilizes strong time management skills to establish priorities and meet deadlines.
- Able to communicate with others efficiently and tactfully.
- Shall be proficient in using software that is current to the printing industry; including the latest version of Adobe Creative suite 5.5 as well as Microsoft Office products.
- Must have at least 3 to 5 years of experience working with GPO environment that demonstrates these abilities: Compile printing specifications, complete GPO forms, review printers' proofs, attend press inspections as necessary.
- Comprehensive knowledge in: printing papers, printing inks, varnishes, and other coatings.
- Employs understanding in digital duplicating and printing technology. Identifies malfunctions and deviations from accepted performance criteria.
- Knowledge of computer and office applications.
- Writing and proofreading skills.
- Research skills.

Location: Vienna, VA

Work Schedule: Print Production Specialist shall be onsite Monday through Friday, between the hours of 8:00 AM to 5:00 PM Eastern Standard Time, except for federal holidays for a minimum of 8 hours workday. The lunch period is a non-pay status.