

GREENE
COUNTY
GENERAL
SERVICES



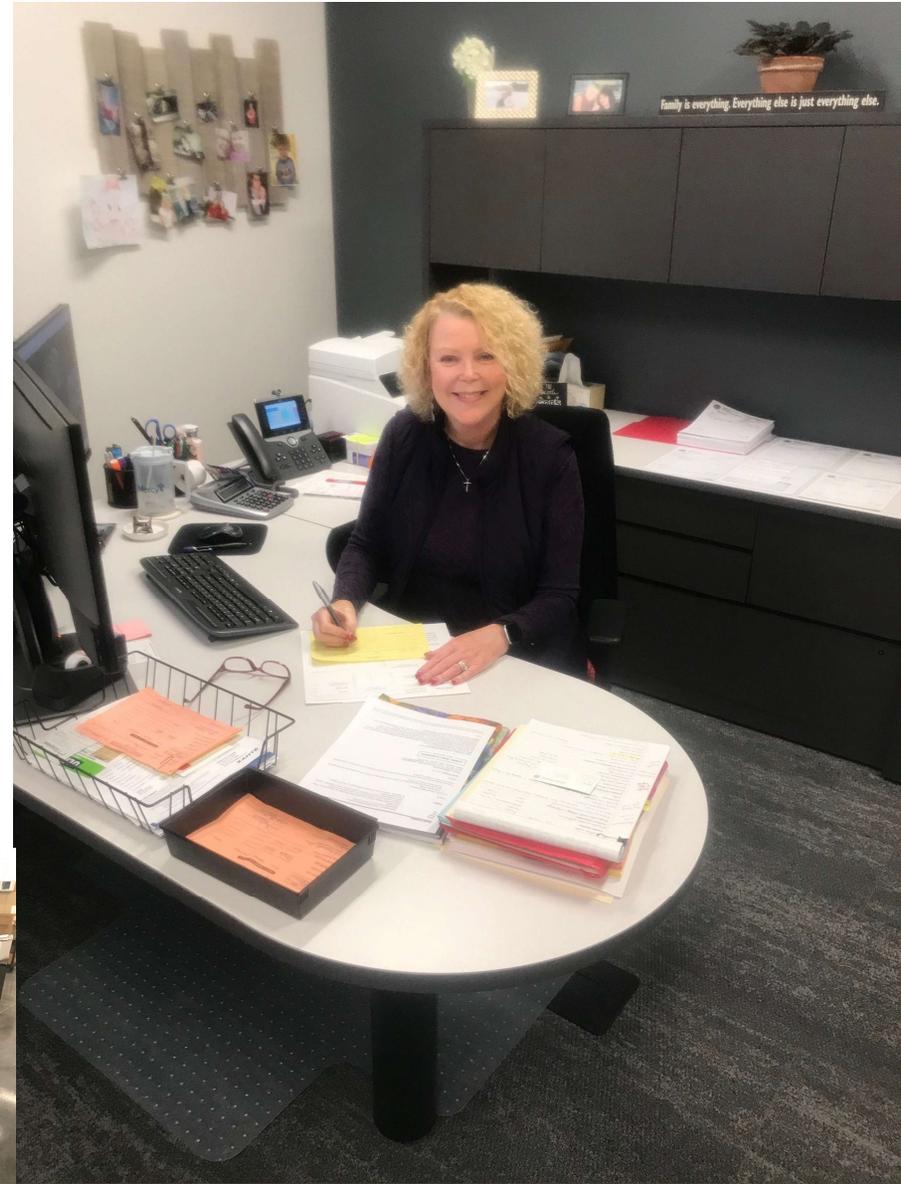
General Services

Providing efficient support services to the
Greene County Campus

General Services

Paula Freeman, Manager

- Mailroom
- Campus Receiving
- Central Supplies
- Microfilm / Scanning
- Print Services



General Services Staff



- Paula Freeman, General Services Manager ext. 6501



- Roetta Bos, General Services Coordinator ext. 6188



- Tim Hall, Print Specialist ext. 4024



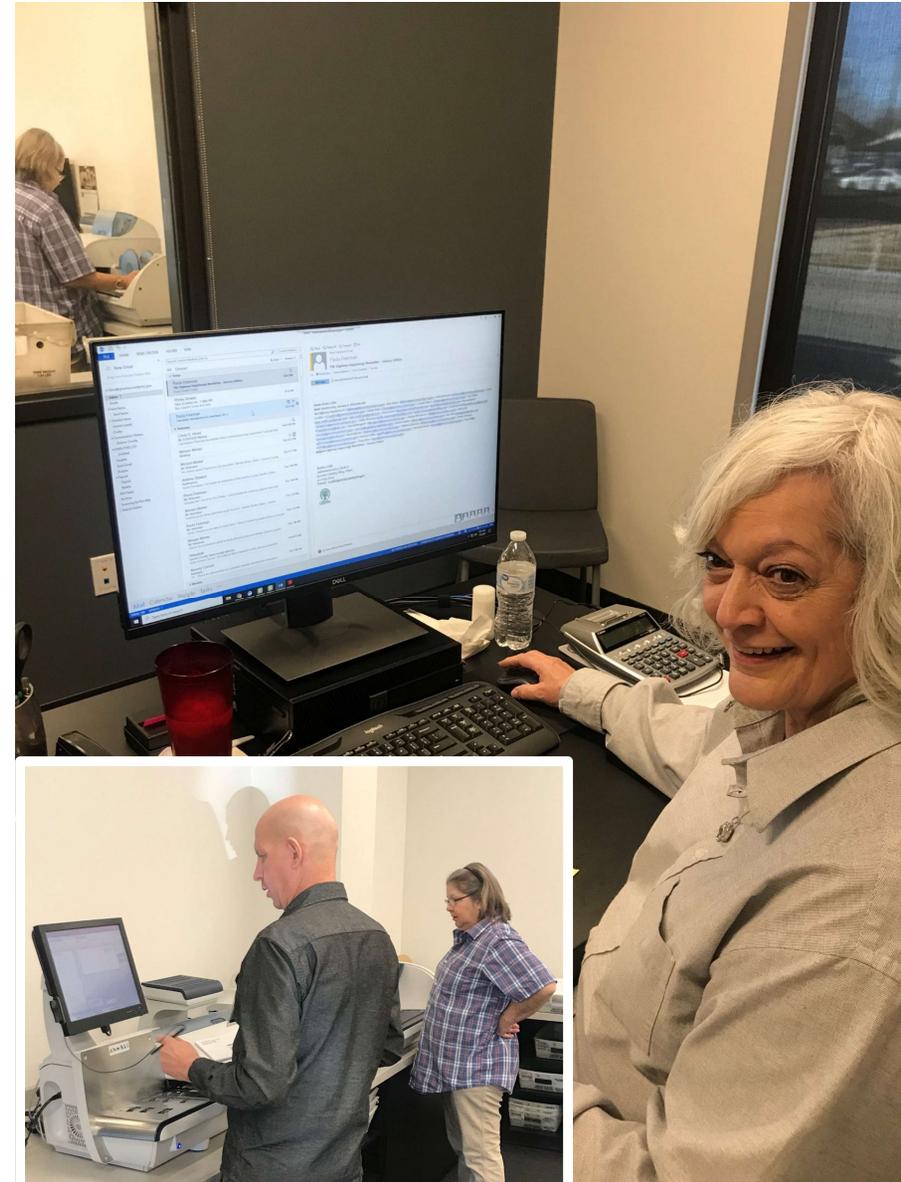
- Diane Eastland, Microfilm Operator ext. 1613



- Chuck Suchoski, Distribution Clerk ext. 1615

Mailroom

- Responsible for receiving campus mail from United States Post Office
- Sort mail each morning and provide mail service to campus offices
- Collect mail from nine locations
- Apply postage to mail, parcels, and certified mail to be sent out daily
- Receive, log-in and deliver FedEx and UPS overnight letters and parcels



Receiving/ Distribution

- Receive shipments at the Operations Center dock
- Verify shipments
- Look-up purchase orders in Eden and mark item received into system
- Provide secure holding for shipments until delivery in on-site cage
- Deliver order to requisitioning department
- Provide courier service when needed to local businesses and shipping companies



Central Supplies

- On-site inventory enables quick access to office supplies and copy paper
- Provide and deliver office supplies to all county offices
- Use of Eden to track incoming / outgoing inventory items
- Distribution of copy paper
- Supply inventory based on frequently used items
- New items added upon request or need



Microfilm / Scanning Center

In-house facilities allow greater security, cost savings and quicker turnaround.

- Two scanning stations to convert paper documents to digital files
- Large format scanner capable of scanning large maps and plats
- Two planetary cameras to microfilm documents
- One Kodak Archive Writer to convert digital files to microfilm
- Microfilm duplicator
- Microfilm processor



Here to Assist You...

Tim has many years of experience in the printing trade, and is available to assist you with your printing project. Our shop has the ability to work with various file formats and fulfill many different types of printing requests. Outfitted with the latest design software and knowledge of printing techniques, we can help you achieve the finished product you need while keeping within your budget. We have a large variety of stock on hand, and have the ability to source special materials when needed. If the project is too large or exceeds our capabilities, we will make recommendations and help you find a solution and vendor who can meet your needs.



Cost Savings

When you utilize our in-house print services, not only do you receive excellent service, but your work is completed at a cost you will not find elsewhere.

Savings on Business Cards....

- Monochrome / Full-Color
- One or two sided
- Full-bleed / No-bleed
- With or without clear coating
- Retail printer \$33+ per box of 500
- GC Print Services \$3.65 per box of 400



Digital Equipment

Full color digital printing uses the latest technology in highspeed duplicating. Files are composed on the computer using industry standard software and are then transmitted to the digital equipment where the finished product is produced. It is generally more economical and efficient to route your printing to our high-speed equipment rather than printing on office copiers.

- Ricoh High Speed Full Color Digital Production Printer 13” x 19”
- Xante High Speed Full Color Digital Envelope Printer



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SHERIFF
GREENE COUNTY



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Offset Presses

Offset technology offers more cost savings on one and two color printing jobs when larger quantities are ordered.

- Heidelberg QR-46 2 color 13" x 19"
- Multilith 1250 11" x 17"
- ATF Chief 17 11" x 17"



Stencil Duplicating

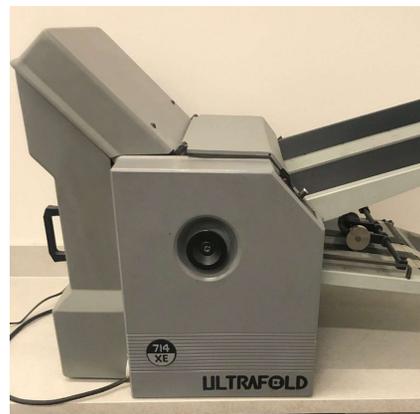
More commonly known as a Mimeograph. This high tech version of the stencil duplicator produces multiple duplicates from a single original and is fast and economical. This process is lower quality than offset or xerographic printing and is not suitable for coated stocks. Used for one and two color forms, envelopes, postcards, etc.

- Risograph 2 color Duplicator



Bindery

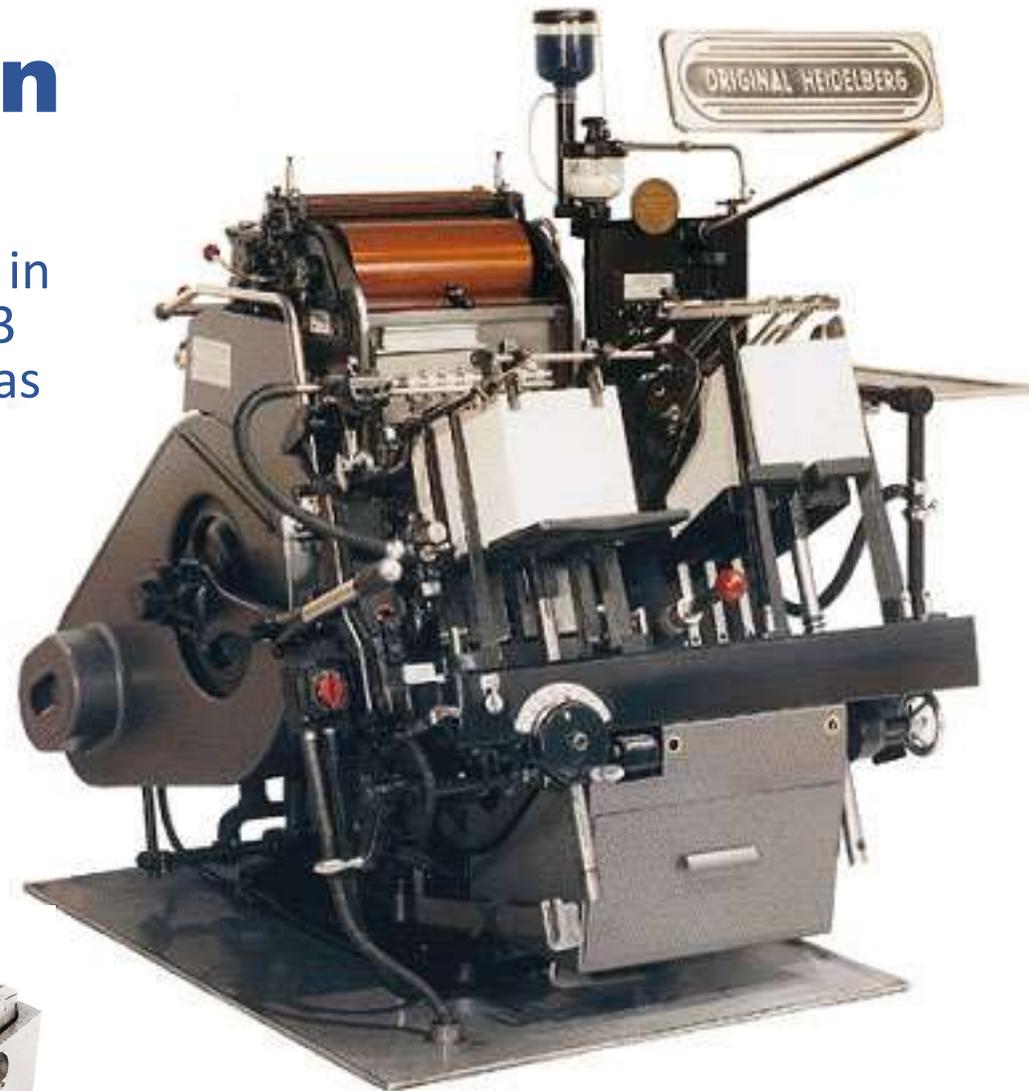
- Hydraulic Cutter 26.5"
- Shark Business Card Cutter
- MBM Collator/Booklet Maker
- Wire Stitcher / Stapler
- Rosback Perforator/Scorer
- Shrink Wrapper
- Drill
- Folder
- Comb Binding
- Thermal Binding
- Folding/Inserting
- Laminating



Heidelberg Platen (Windmill)

The Heidelberg Platen was introduced in 1914 and manufactured between 1923 and 1985. Although this technology was surpassed by offset and digital, letterpress printing is still popular for artisan and special occasion printing and specialized tasks.

- Printing
- Numbering
- Die Cutting
- Complex Perforating / Scoring
- Embossing
- Metallic Foil Stamping



Looking Forward

The Greene County IS team is currently completing a software package which will allow us to launch an online portal to order your office supplies and printing. Once this is launched, there will no longer be a need to fill out the print or central supply requisitions. You will have the ability to browse for supplies you need and view a photo of the item. Printing orders will be able to be completed with a few clicks of the mouse. Valuable reporting tools such as order history, usage etc. will be at your fingertips.

A screenshot of a web application interface for managing orders. The page is titled 'Orders' and features a table with columns for 'Order #', 'Status', 'Item', 'Quantity', and 'Amount'. The table is divided into two sections: 'Status: Completed' and 'Status: In Progress'. The 'Completed' section shows three rows of data, and the 'In Progress' section shows five rows. A 'Logout' button is located at the bottom right of the table area. At the bottom of the page, there is a footer with 'CREATIVETH INC. LICENSED' on the left and '© 2020, made with ♥ by Creativeth Inc.' on the right.

Order #	Status	Item	Quantity	Amount
1	Completed	Product	1000	50.00
2	Completed	Product	500	25.00
3	Completed	Product	200	10.00
4	In Progress	Product	1000	50.00
5	In Progress	Product	500	25.00
6	In Progress	Product	200	10.00
7	In Progress	Product	1000	50.00
8	In Progress	Product	500	25.00
9	In Progress	Product	200	10.00

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