

JOB DESCRIPTION

GENERAL CLERICAL DIGITAL COPY SYSTEMS

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Digital Copy System or print shop experience preferred
3. Computer operation experience preferred

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to set up, monitor and operate Digital Copy Systems. Skill in organizational and time management. Knowledge of computer operation. Skill in written and oral communication.

REPORTS TO: MIS Director

JOB GOAL

To perform a variety of print shop, clerical, computer and delegated administrative duties requiring considerable knowledge of the departments or subjects of a technical or highly professional and confidential nature.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Set up and operate a digital Copy system; make proper adjustments in accordance with job specifications.
- *(2) Monitor equipment; arrange for repairs and/or perform repairs to ensure machinery functions properly.
- *(3) Organize the daily operation of the Print Center including reviewing incoming requests and establishing priorities.
- *(4) Arrange for the delivery of completed requests.
- *(5) Clean and maintain the Print Center to ensure a safe working condition.
- *(6) Perform clerical duties and computer operations as necessary to complete job assignments.
- *(7) Mailroom -Process all U.S. Postal Mail and County/School Mail.
- *(8) Process all Photo ID Badges.
- *(9) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT: **Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

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EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

**Pay Grade 3C

Job Description Supplement Code 9