

CLASSIFIED JOB DESCRIPTION

PUBLICATIONS TECHNICIAN

JOB SUMMARY:

Under administrative supervision, performs a wide variety of clerical, photocopying, bindery, and mail activities in support of the Publications Department; serves as receptionist and provides general information and assistance to District personnel regarding Publications Department procedures.

ESSENTIAL JOB FUNCTIONS:

- Performs a wide variety of duties, such as standard and statistical computer entry, verifying, filing, recording, and compiling information for reports.
- Serves as receptionist and answers telephones; takes and relays messages as appropriate; directs calls to appropriate personnel; responds to inquiries and provides information related to office programs; schedules activities; and receives, greets, and assists visitors.
- Maintains a variety of office files and records; assembles and compiles required information; sorts and files documents and records according to predetermined classifications, maintains alphabetical index and cross reference files.
- Prepares requisitions and receives supplies and materials ordered; assists in maintaining an updated inventory of office supplies and related forms; and assists in packaging printed materials for distribution.
- Assists in preparing departmental charges for completed jobs and maintains related billing records.
- Operates a variety of office equipment, including a computer, fax machine, and assigned software.
- Operates auxiliary machines, such as cutter, puncher, collator, folder, jogger, shrink-wrap machine, computer, stapler, and other bindery machines or equipment.
- Operates a high-speed copier to produce single or multiple photocopies of materials; and performs related key operator functions and minor maintenance and cleaning of machines as directed.
- Knowledge of United States Postal Service rules and regulations. Ability to sort, presort, insert, address, and meter mail using various machines.
- Picks up mail at Education Center, sorts, distributes, and takes mail to U.S. Post Office.
- Runs inventory reports for adequate stock.
- Assists customers with work orders.
- Performs other related duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Ability to understand and follow oral and written directions; possess mechanical aptitude and manual dexterity; and maintain production speed with high-quality of production.
- Ability to get along well with others and work as a team member.
- Knowledge of basic Microsoft Office and Adobe Acrobat Pro computer skills.
- Basic knowledge of methods and operation of high-speed digital imaging equipment and other related reproduction machines; postal mailing programs; and computer networking.

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- Ability to lift 70 pounds.
- High school diploma or GED required.

Classified Salary Schedule: Range 24

BOARD APPROVED: 11/18/08

REVISION DATES: 07/17/23

08/09/2023