

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Production Department Aide

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Experience:

One year of experience in use of duplicating equipment and related work in the graphic arts desirable.

Education:

High school diploma or equivalent.

SUMMARY

Under the supervision of the Duplication Department Manager or designee sets up and operates duplicating equipment to reproduce drawings, charts, forms and other typewritten/printed materials.

SPECIFIC RESPONSIBILITIES

1. Assumes total responsibility for operating offset duplicating machines or other duplicating equipment.
2. Mixes ink to obtain required colors;
3. Sorts, stacks, assembles and staples;
4. Treats or processes plates with chemicals/solutions for quality reproductions;
5. Maintains equipment and records of work completed;
6. Files plates, operates typewriter;
7. Keeps inventory, assists with composing and ordering supplies for teachers' workroom;
8. Performs other related duties as assigned.

SPECIFIC QUALIFICATIONS

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

- Operation and care of offset duplication machines and related equipment;
- routine filing and record keeping procedures;
- appropriate human relations.

Ability to:

- Work with speed, accuracy and neatness;
- follow oral and written directions;
- organize and plan workload to meet schedules;

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- keep simple records;
- perform clerical duties;
- make minor adjustments to machines and maintain equipment in good working condition.

PHYSICAL ABILITIES

Climbing step ladders to retrieve materials; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; lifting heavy objects; carrying pushing or pulling boxes and equipment; bending at the waist, kneeling or crouching to retrieve or store materials.