San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Clerk Printer	**Exemption Status:**	Non-exempt
Reports to:	Graphic Artist	**Pay Grade:**	3
Works With:	District Personnel	**Days:**	226
Dept./School:	Print Shop	**Date Revised:**	6/29/2020

Primary Purpose:

Performs duties necessary to complete printing job orders. Performs general clerical and technical tasks at print shop. Serves as the in a lead capacity for all clerical needs of print shop including oversight of print orders. Lead printer reviews all orders, budget and calculates cost of print order. Orders supplies for print shop and assist with maintaining all print shop equipment.

Prerequisites:

- High School Diploma or GED

Special Knowledge/Skills:

- Effective interpersonal skills, communication, credibility and initiative
- Clerical skills and knowledge of basic office procedures.
- Ability to operate collators, punching and binding machines, gluing and taping machines, duplicators, electric paper cutter and drill press

Major Responsibilities and Duties:

1. Oversees clerical duties of print shop office, including answering phones, taking orders
2. Monitors print orders from start to finish
3. Assists as an operation on the various types of machinery in the department, by operating machines, moving paper from storage room, packing and labeling materials for shipment and keeping work area clean and orderly.
4. Completes print shop work orders that require punching, binding, cutting, etc.
5. Loads and unloads bulk parcels and moves them between vehicles and proper departments as requested.
6. Assist with the daily cleaning of presses and copiers.
7. Other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Moderate to heavy lifting and carrying (less/more than 50 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: Nate Carney Ed D Date 6/29/20