JOB DESCRIPTION

JOB TITLE: Program Reprographic Assistant

Job Family: Clerical/Secretarial Services

Range: 24

Job Purpose Statement/s: The job of "Program Reprographic Assistant" is done for the purpose/s of performing a variety of responsible District-wide office support functions including copying, mail handling and distribution and storage of office supplies and to exercise responsibility for the accurate and timely completion of a variety of office support functions and for the accurate maintenance of related records.

Essential Job Functions:

* **Performs** a variety of clerical work, including typing, filing, checking and recording information on records.
* **Operates** a variety of machines, including typewriter, reprographics, stitcher, laminator, etc.
* **Operates** department equipment such as cutting, stitching, collating and binding.
* **Does** miscellaneous related work such as assembling, collating, stapling and packaging reproduced materials.
* **Receives** duplication orders/requests, adjusts copy machine for proper paper size/weight, runs required number of copies, bundles orders and delivers or send completed orders to appropriate requester.
* **Prioritizes** duplication orders/requests according to importance/time schedules.
* **Maintains** copy machine in proper working order; cleans machine, adds ink/toner and arranges for preventative maintenance and repair service calls.
* **Prepares** a variety of routine reports and correspondence related to assigned functions.

Other Job Functions:

***** **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

* **Experience Required**: Prior job related experience.
* **Skills, Knowledge and/or Abilities Required:**

  Skills: typing/keyboarding at 40 words per minute, able to operate and maintain offset presses, bindery equipment, perform basic arithmetic calculations, use English in both written and verbal form, use correct spelling, grammar and punctuation.

  Knowledge of various supplemental equipment used in binding and assembling printed material. Familiarity with District policies, rules and regulations pertaining to assigned area.

  Abilities to stand for prolonged periods, work independently with minimal supervision, understand and carry out oral and written instruction, make common sense decisions. Significant physical abilities include lifting/carrying, stooping/kneeling/crouching, reaching/handling/ fingering, talking/hearing conversations and other sounds, near visual acuity.

***** **Education Required**: High School diploma or equivalent.

* **Licenses, Certifications, Bonding, and/or Testing Required**: Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District Proficiency Test. Possession of valid California Driver's License.