CLERK, DOCUMENT DUPLICATING/MAILING

DEFINITION

A nonsupervisory position in the district's word processing department responsible for operation and maintenance of the department's photocopying equipment, and to do related work as required.

EXAMPLES OF DUTIES

Under general supervision, operates and maintains copiers, Pitney Bowes postage machine, and folding machine; keeps bulk permit book balanced as well as keeping up with postal updates; logs calls to and from Xerox and Pitney Bowes; insures necessary supplies are in Xerox room; insures all machines are in proper working condition; maintains supply of forms in drawers; performs manual typing and proofing; under direction, will operate facsimile machine; files fax report; binds material into books; opens morning mail and prepares outgoing mail; meets with equipment technicians to explain problems.

SPECIAL REQUIREMENTS

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record will influence employment or classification.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Operation and maintenance of modern photocopying equipment,
- Modern office practices and procedures;
- Operation of modern office equipment;
- Filing techniques;
- Safe working practices and procedures

Ability to:

- Operate and maintain modern photocopying equipment;
- Type 35 words per minute accurately;
- Work with a minimum of supervision;
- Operate and maintain a variety of office equipment;
- Maintain neat and accurate records;
- Maintain proper supplies on hand to accomplish assigned tasks;
- Work cooperatively with others;
- Stand and work for long periods of time;
- Follow written and oral directions;
- Lift and carry materials and mail trays in excess of 35 pounds.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.