JOB DESCRIPTION

TITLE: COPY CENTER/MAILROOM CLERK  SECTION: SECRETARY

DEPARTMENT: ADMINISTRATION  SRN 10:

REPORTING RELATIONSHIP:

Reports to: Administrative Supervisor

Supervises the following positions: Not applicable

DEFINITION: Under direct supervision, performs varied and routine tasks in the District’s copy and mailroom center.

ESSENTIAL FUNCTIONS:

1. Provide photocopies for District personnel.

2. Performs complex copying and binding assembly as required.

3. Maintains the filing system for CVWD forms.

4. Operates a variety of office equipment.

5. Types legal forms, envelopes, labels, and other documents as required.

6. Maintains files and logs.

7. Responsible for the coordination of equipment maintenance and repair.

8. Orders supplies as needed for the center.

9. Handles mail processing for the center including, sorting, stamping, opening, distribution, and mailing.

10. Operates and maintains the Pitney Bowes mailing machine, mail opener, folder, ABS bindery system, swingline saddle stitcher, GBC & premier trimmers, and other equipment as needed.

11. Required to keep the bulk permit book balanced.

12. May be required to assist in WPC/DCC as needed.


14. May be required to assist with special projects and assignments as needed.
MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Experience: One year of office related experience preferred, or any combination of training and experience that would likely provide the required knowledge and abilities would be qualifying.

Knowledge of:
- Operation and maintenance of copy center equipment.
- Type at a speed of at least 50 words per minute.
- Office machines and their operation, including typewriters, copiers, and computers.

Abilities:
- Follow oral and written directions.
- Deal tactfully and courteously with District personnel.
- Stand and work for long periods of time.
- Lift and carry materials and mail trays in excess of 35 pounds.

Education: High school diploma or equivalent. Any office related courses would be helpful.

PHYSICAL REQUIREMENTS:

Driving: None.

See Attached for physical assessment form.