

MOTHER LODE UNION SCHOOL DISTRICT
Position Description

TITLE:	Clerk Typist/ Xerox Operator	REPORTS TO:	Admin. Asst. to Superintendent CFO
DEPARTMENT:	District Office	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	213 days
BOARD APPROVAL:	3/14/07	SALARY:	Range 2
CSEA APPROVAL:	1/9/07		

BASIC FUNCTION:

Perform a variety of clerical work, telephone receptionist duties, Xeroxing, duplicating and related work as required.

REPRESENTATIVE DUTIES:

- Operate standard office equipment. *E*
- Use correct English, spelling, grammar and punctuation. *E*
- Perform clerical work with accuracy, speed and sound independent judgment. *E*
- Type with accuracy at a speed of 40 words per minute. *E*
- Carry out oral and written instructions effectively. *E*
- Greet office visitors and answer telephones. *E*
- Maintain equipment in efficient working order, making simple adjustments and diagnose problems as appropriate; notify supervisor of malfunctions and problems as necessary. *E*
- Collate, assemble, hole punch, bind, staple and package reproduced materials. *E*
- Communicate with printing personnel to assure the equipment and time lines are met. *E*
- Maintain inventory according to established guidelines; maintain routine records as assigned. *E*
- Work with staff and constituents tactfully, courteously and with good judgment. *E*
- Promote good staff relationships and good public relationships within the District. *E*
- Participate in meetings and in-service training programs as assigned. *E*
- Perform related duties as assigned. *E*

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school. Prefer one year of office experience.

LICENSES AND OTHER REQUIREMENTS:

None

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Title: Clerk Typist/Xerox Operator

KNOWLEDGE AND ABILITIES:

KNOWLEDGE:

- Principles, processes and equipment used in offset printing, duplicating and high speed photocopying.
- Operation of an offset press and peripheral equipment.
- Inks and paper stock used in printing.
- Record-keeping techniques.
- Office machines.
- Office procedures.

ABILITY TO:

- Operate xerox and peripheral equipment.
- Maintain, adjust and perform routine maintenance to equipment.
- Produce quality printed work according to established production standards.
- Understand and follow oral and written directions.
- Operate a variety of finishing equipment.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Complete work with many interruptions.
- Work independently with little direction.
- Work well with others.
- Learn new equipment and procedures.
- Work with confidentiality and discretion.
- Print and write legibly.

WORKING CONDITIONS:

ENVIRONMENT:

Print shop environment; subject to noise from equipment operation and fumes from ink and cleaning compounds.

PHYSICAL ABILITIES:

Lifting heavy boxes of paper; dexterity of hands and fingers to operate a variety of print shop equipment; standing for extended periods of time; bending at the waist; carrying, pushing or pulling; seeing to proof completed work; hearing and speaking to exchange information.