

Job Description

Title: Part-Time Duplication Clerk - 12 Month

Reports to: Business Office, Accounting Manager

General Summary: Performs a wide range of clerical duties with only occasional instruction or assistance. Responsible for duplicating materials and maintaining machinery. Frequent contact with school district personnel, answering a variety of procedural questions or giving information from established district records.

Essential Functions:

1. Duplicates, pads, binds/staples and cuts materials by operating assigned equipment in response to oral and written instructions from district personnel. (70%)
2. Processes interschool and U.S. mail by sorting and distributing letters. (22%)
3. Handles and records certified mail and departmental packages requiring postage calculation. (1%)
4. Maintains duplicating equipment and postage scale by replenishing necessary items. (1%)
5. Maintains records of each school's duplicating account and district total account per month. (1%)
6. Maintains account list of oldest and only students, certified and classified staff for distribution. (1%)
7. Prepares charges for outside duplicating and building/departmental special orders. (1%)
8. Places service calls and logs service issues concerning duplicating equipment. (1%)
9. Operates fax machine and other small office equipment. (1%)
10. As work schedule in Copy Center permits, assists with clerical tasks in Business Office. (1%)
11. Reacts to change productively and handles other essential tasks as assigned.

Qualifications:

1. Education Level: High School Diploma or equivalent
2. Certification or Licensure:
3. Experience desired: Operation of general office equipment, duplicator and postage machine
Typing skills
4. Other requirements: *Plan and schedule work load.
*Maintain confidentiality.
*Establish and maintain cooperative relationships with those contacted in the course of work.

Special Requirements:

Occasional

Frequent

Constant