

## 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 <u>0 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1. Standing			x
2. Walking			x
3. Sitting	x		
4. Lifting 50 lb max.			x
5. Carrying 100 feet		x	
6. Pushing / Pulling			x
7. Climbing / Balancing	x		
8. Stooping / Kneeling / Crouching / Crawling	x		
9. Reaching / Handling			x
10. Speaking / Hearing			x
11. Seeing / depth perception / color			x
12. Environmental conditions/Loud machinery			x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_