

CENTRAL PRINTING CLERK**DEFINITION**

Under supervision, operates copy, mail distribution, and related equipment in the City's central reproduction and mail distribution service; and performs a variety of general clerical duties.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Division Manager or designee. This classification does not exercise supervision.

DISTINGUISHING CHARACTERISTICS

Central Printing Clerks operate high speed commercial quality copiers and bindery equipment and may perform the more routine tasks on related equipment. Incumbents perform a variety of general clerical duties such as typesetting, filing, data entry and receptionist functions as required. This class is distinguished from Graphics Technician in that the incumbent of the latter performs advanced journey level work and may provide lead direction to staff in the work unit.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but not limited to the following:

Operates and maintains a variety of equipment utilized in the Central Printing Division, such as high speed copiers, collators, paper cutters and drills, folders, wide format and bindery equipment, and postage machines.

Binds forms, reports, and similar items by use of appropriate processes.

Typesetting of business cards, forms and other materials.

Cleans and makes minor repairs and adjustments to copiers and related equipment.

Performs routine office and clerical work including photocopying, filing, data entry, checking and recording information on records.

Provides counter/customer service, receives and screens visitors and telephone calls and takes messages; provides information on department activities, functions, policies, and procedures as required.

Receives and stocks paper and supply orders.

Sorts incoming USPS and interoffice mail; routes outgoing inter-office and posts outgoing USPS.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS**Knowledge of:**

The equipment, tools, procedures and techniques common to operation of a full service copy center.

English usage, spelling, grammar, and punctuation.

Adobe Acrobat, MS Office Suite, and the Adobe Creative suite.

Ability to:

Operate equipment and tools common to bindery work.

Understand and follow verbal and written instructions.

Perform arithmetic calculations quickly and accurately.

Read addresses and sort mail quickly and accurately.

Lift/stock paper supply, up to 50 lbs.

Establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Perform routine clerical work including maintaining appropriate records and preparing general reports.

Skill to:

Operate a motor vehicle.

Operate high speed commercial quality copiers and various binding equipment.

Operate standard office equipment, including personal computers.

Utilize Adobe Acrobat, MS Office Suite, and the Adobe Creative suite.

MINIMUM QUALIFICATIONS

High School Diploma or GED and one year of full-time experience in the operation of bindery equipment, postage meters and reproduction equipment, such as copy machines, duplicating machines.

Necessary Special Requirement

Possession and continued maintenance of a valid Class C California Driver's License at time of appointment.

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 1.11.21