

## **SANTA CRUZ COUNTY OFFICE OF EDUCATION**

### **DOCUMENT PRODUCTION OPERATOR**

#### **DEFINITION**

Under general supervision, to perform routine and repetitive clerical duties; including but not limited to document production, copying, typing, filing, data entry, pick up and delivery of materials and supplies. Clerical work is performed in accordance with established program guideline or procedures. Receives stores and distributes supplies, materials and equipment. Maintains files and records.

#### **SUPERVISION EXERCISED**

May exercise technical and functional oversight over student workers.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Gathers, assembles, and checks paper and electronic documents from various sources.

Operates duplication equipment within a networked environment for the purpose of reproducing a variety of routine printed materials. Operates other auxiliary, print related equipment.

Proofs, files, and processes routine documents and keeps routine records.

Responds to telephone inquiries, takes messages when appropriate.

Performs basic inventory counts, places orders and maintains supply inventory. Package and prepare parcels for shipping or delivery.

Performs basic routine data entry.

Makes arithmetical calculations.

Distributes interoffice mail.

Operates various office machines including typewriter, calculator, computer terminal, printer/copiers, and related equipment.

Facilitates the use of the teachers resource center equipment for COE staff and teachers (laminator, chart maker, die cutters).

Processes print job work orders; prioritizes and schedules printing jobs. Evaluates appropriate paper/print specifications and discusses with the requestor any recommended changes.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES, CONTINUED**

Reviews records and receipts of shipping invoices, purchase orders for deliveries.

Maintains records of purchases and prepares budget transfers to appropriate departments as needed.

Inspects incoming stock and materials for conformity and packing slips.

Stock and maintain shelves and goods in clear and orderly condition.

Loads and delivers materials and equipment.

Establishes routes for the delivery and pick up of materials.

Assists with inventory reconciliations for the inventory tracking system.

Meets deadlines.

Performs related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Office methods, practices, and procedures.

Good customer service practices.

Methods and procedures of warehousing, storage and distribution.

Inventory control procedures.

Occupational hazards and standard safety practices necessary in the area of warehouse operation, print shop machines and equipment usage.

**Skill to:**

Coordinate, operate, and maintain print shop machines such as printer/copiers, drilling machine, punching machine, cutting machine, folding machine, binding machine, and stitcher machine.

Operate modern office equipment including computer equipment.

**Ability to:**

Execute clerical procedures and directives in accordance with assigned duties.

Operate printer/copy machines.

Type at a speed of 35 words per minute.

Maintain accurate and neat records and reports.

Operate computer for information processing and record keeping.

Establish and maintain a daily work schedule.

Interact with and maintain cooperative relationships with all levels of staff and the public.

Communicate effectively in the English language both orally and in writing.

Willingness to perform routine and repetitive works to completion.

Understand and follows both oral and written instructions and to communicate effectively.

Perform simple mathematical calculations

Compare names and numbers rapidly and accurately.

Develop and maintain harmonious working relationships.

Operate a motor vehicle.

**Experience:**

High school graduation or equivalent. One year in clerical and/or document production or related experience is preferred.

**LICENSE OR CERTIFICATE:**

Possession of an appropriate, valid driver's license.

**SPECIAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

*While performing the duties of this job, the employee is regularly required to stand and to sit, use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, squat, twist or crouch; talk and hear. Frequently required to walk; must frequently move, carry, lift, up to 40 pounds, and occasionally may be required to move, carry or lift up to 75 pounds. The noise level is varied due to operational equipment. Specific vision abilities required by this job include close vision and distance vision. Ability to work in a standard office environment and the ability to travel to different sites and locations.*

**Approval Date:** July 2000

**Revised/Approval:** June 30, 2008 (*Formerly Titled: Clerical Assistant*)

**Revised/Approval:** December 19, 2010