



NEW: Submitted:
07/01/2019 06/11/2019

JOB TITLE:	CLERK BINDERY/DISTRIBUTION
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8018
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Responsible for operation of bindery room equipment and the distribution of high quality finished materials.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Operates collator, folder and stitching 24-bin system

Operates single unit 24-bin collator

Lays out material to be collated, checks for proper order in format as well as numerical order and makes final general check

Operates folder, paper cutter, hole drill press, and element bindery equipment

Maintains bindery equipment in efficient working order, making simple adjustments and diagnosing problems as they occur

Assists in training students assigned to unit through the co-op program

Assists in the distribution and inventory of printed materials

Expedites work flow of bindery room

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires reaching, bending, squatting, carrying of light weights. The work requires the use of hands for simple grasping, fine manipulations and pushing and pulling of arm controls. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases. The work requires the use of feet for repetitive movements.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Experience in operation of print room equipment

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in operation of offset press

Knowledge of operation of copy equipment

Ability to work independently

Experience in a diverse workplace