



REVISED: Submitted:
07/01/2024 03/26/2024

JOB TITLE:	CLERK BINDERY/DISTRIBUTION
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8018
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for operation and maintenance of bindery equipment and the distribution of high-quality finished materials.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Operation of bindery equipment

Produces and assist in the distribution of high-quality finished materials

Assist with the finishing of jobs, to see they are completed properly, on time, and meeting the customers exact needs

Assist in maintaining supplies for proper and efficient operation of bindery equipment

Assist in maintaining shipping supplies, such as envelopes, boxes, labels, and tape

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

Assist in the training of subs and students assigned through co-op programs

Assists with finishing work on jobs in Large Format area

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

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

This work is completed in a production/assembly line setting This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): driving and reaching. The following physical activities are required occasionally (up to 50% of the workweek): climbing, crouching, kneeling, bending, and balancing. Feeling, grasping, hearing, talking, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., standing, and walking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Basic computer skills

Effective time management skills

Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of bindery equipment
Ability to work independently
Forklift experience
Mechanical aptitude
Experience in diverse workplace