



REVISED:
07/01/2015

JOB TITLE:	BINDERY/DISTRIBUTION CLERK
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

Responsible for operation of bindery room equipment and the distribution of high quality finished materials.
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PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

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| 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 |
| 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.
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MINIMUM QUALIFICATIONS

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| High School Diploma or G.E.D. |
| Experience in operation of print room equipment |
| Effective communication skills |

DESIRABLE QUALIFICATIONS

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| Experience in operation of offset press |
| Knowledge of operation of copy equipment |
| Ability to work independently |