

Job Description

---

Position Title: Production/Copy Center Specialist  
Qualifications: Experiences working with copiers and graphic  
productions  
Department: West Salem School District Office  
Reports To: Finance Director  
Approved: November 24, 2008

---

I. Summary: The Production/Copy Center Specialist provides copying, laminating, booklets, mailing preparations and book binding services for district staff and organizations.

II. Essential Duties and Responsibilities:

- A. Produce copies, booklets, tickets, transparencies 3-hole punch, fold production orders.
- B. Produce monthly newsletters for the school district, elementary, middle and high school.
- C. Prepare for mailing newsletters.
- D. Prepare and submit requisitions and/or bids for supplies and/or paper to the Finance Director for approval.
- E. Deliver mail to and from the District buildings daily.
- F. Prepare monthly utilization report.
- G. Maintain and/or call for service for district machines and copiers. Maintain supplies at high school building.
- H. Perform such other duties as the superintendent or Finance Director may determine.
- I. Maintain and annually update the district's inventory.
- J. As a representative of the school district, he/she is expected to deal with the public, students and staff in a courteous and professional manner.
- K. Be knowledgeable and follow all district policies.
- L. Provide technical assistance to the district technology staff as needed.

III. Supervisory Responsibilities:

None

IV. Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

A. Education and/or Experience:

Preferred experiences working with copying and office machinery and High School Diploma or equivalent.

B. Certificates, Licenses, Registrations:

Pass the District Clerical Proficiency Capacity test. Maintain updated First Aid, cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) certification and hold a current driver's license.

C. Language Skills:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

D. Mathematical Skills:

Ability to read charts, graphs and compute sums.

E. Reasoning Ability:

1. Ability to define problems, collect data, establish facts and draw valid conclusions.
2. Ability to interpret an extensive variety of technical instruction and deal with several abstract and concrete variables.
3. Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members.

F. Technology Skills:

1. Demonstrate the ability to use appropriate technology to process, store, and retrieve data required for the position.
2. Demonstrate appropriate software skill levels for word processing, spreadsheet development, and construct and present visual presentations, and telecommunications skills.
3. Demonstrate the ability to trouble shoot technological and mechanical issues.

G. Physical Demands:

1. 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.
2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
3. Must be able to exert 30-60 pounds of force occasionally and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move object.

H. Work Environment:

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

REVISED: November 26, 2012