IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: REPROGRAPHICS CENTER/MAILROOM TECHNICIAN

BASIC FUNCTION:

Under the direction of the Online Services Architect, perform technical support and clerical duties in the Reprographics Center; multiple high speed copiers, bindery machines, computers and peripheral equipment; receive, evaluate and schedule work requests. Sort and meter all college incoming and outgoing mail.

REPRESENTATIVE DUTIES:

Receive and evaluate requests for reprographics work and determine the most efficient method to perform the work; determine priorities and schedule work in accordance with requested turnaround times.

Design and layout brochures, flyers, programs, forms, posters, tickets and other materials as needed.

Communicate with faculty, staff and administrators regarding work requests, scheduling and cost estimates; verify information and explain delays as needed.

Duplicate a variety of instructional and administrative materials of various sizes on a high-speed photocopy machine.

Maintain records of work performed and materials used; prepare a variety of financial and statistical reports and records; calculate charges and distribute billing statements; send cash receipts and periodic summary reports to the Business Office.

Perform specialized clerical duties in support of the Reprographics Center; serve as center receptionist; proofread type and edit material submitted for reproduction as appropriate.

Operate a variety of office equipment including computer terminal, printer and calculator.

Perform minor maintenance, adjustments and servicing to machines and equipment; request/order outside maintenance and servicing to machines and equipment when appropriate.

Train and provide work direction and guidance to student assistants as assigned; assign and check work; maintain student time sheets.

REPRESENTATIVE DUTIES: (Continued)

KNOWLEDGE AND ABILITIES: (Continued)

Meet schedules and time lines.
Maintain confidentiality of information.
Communicate effectively both orally and in writing.
Lift boxes of paper and other heavy objects.
Sort all incoming and outgoing mail.
Compare names and numbers quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by graphic design training and three years of increasingly responsible experience in reprographics services including the operation of multiple high speed copiers.

Maintain appropriate stock of paper and supplies and re-order as needed; receive supplies and verify orders with requisitions.

Maintain communication with Reprographics personnel and requestor to assure the timely completion of requested work.

Operate postage meter machine.

Receive, sort and distribute incoming and outgoing mail of assigned area.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Print shop technology, operation and terminology.
Offset printing, paper stocks and inks.
Operation of a postage meter machine.
Health and safety regulations.
Data entry techniques.
Interpersonal skills using tact, patience and courtesy.
Principles and practices of training and providing work direction.
Modern office practices, procedures and equipment.
Financial and statistical record-keeping techniques.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Receive and evaluate requests for reprographics work and determine the most efficient method to perform the work.
Plan, organize and prioritize duplicating services to assure maximum efficiency and quality products in a timely manner.
Maintain financial records and prepare reports.
Estimate and calculate costs of services.
Maintain appropriate inventory of materials and supplies.
Train and provide work direction to others.
Establish and maintain cooperative and effective working relationships with others.
Add, subtract, multiply and divide quickly and accurately.
Work independently with little direction.