



Irvine Unified School District

CLERK II - PRINTSHOP

DEFINITION

Under general supervision, to perform any of a variety of regular clerical record keeping, record checking, filing and typing duties which follow particular routines in school or district offices; and to perform related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Sort, count, collate, and wrap printed material.
- Supply and stock paper for press and copier operators.
- Properly label and identify items for delivery.
- Deliver printed material and maintain records of deliveries.
- Ensure proper housekeeping procedures for the bindery area.
- Perform all database entry for record keeping and billing; posts information to forms, accounts and records; prepares and compiles various departmental invoices and reports.
- Alphabetize, file and re-file papers, cards and reports.
- Maintain inventory of bindery supplies and prepare weekly order.
- Answer the telephone and provides information concerning departmental programs.
- Greet visitors and provide information relative to departmental procedures or services.
- Provide back-up for mail services and District office reception.

QUALIFICATIONS GUIDE

Knowledge of:

- Correct English usage, spelling, grammar and punctuation.
- Standard Office procedures.
- Current technology and software applications.

Ability to:

- Perform a variety of basic clerical work with accuracy and speed.
- Operate a variety of office machines, including typewriter, copier, adding machines, fax, and computers.
- Make arithmetical calculations.
- Receive and give information over the telephone or in person in a courteous manner.
- Work efficiently with frequent interruptions.
- Understand and carry out oral and written instructions.
- Maintains cooperative working relationships with those contacted in the course of work.
- Type a net corrected speed of 45 words per minute.

Training and Experience:

Equivalent to the completion of the twelfth grade. Some previous clerical experience is desirable, or any combination of training or experience that could likely provide the desired knowledge and abilities.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand; reach with hands and arms; climb or balance; and 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, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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.

While performing the duties of this job, the employee frequently works near moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles and risk of electrical shock.

The noise level in the work environment is usually moderate.

Rev. 06/03

[Return to top](#)

This page was last modified 03/22/2005