

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: PUBLICATIONS ASSISTANT

BASIC FUNCTION:

Under the direction of the Publications Supervisor, perform wide variety of clerical, photocopying and bindery activities in support of the publications department; serve as receptionist and provide general information and assistance to District personnel regarding duplicating department procedures.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a wide variety of clerical duties such as standard and statistical computer entry, verifying, filing, recording and compiling information for reports, typing, proofreading and checking information on records.

Serve as receptionist and answer telephones; take and relay messages as appropriate; direct calls to appropriate personnel; respond to inquiries and provide information related to office programs, schedules, activities, policies and procedures; receive, greet and assist visitors.

Type a variety of technical materials, letters, memoranda or other material from oral direction, rough draft, copy, notes or transcription machines.

Maintain a variety of office files and records; assemble and compile required information; sort and file documents and records according to predetermined classifications, maintaining alphabetical, index and cross reference files.

Requisition and receive supplies and materials ordered; assist in maintaining an updated inventory of office supplies and related forms; assist in packaging printed materials for distribution or delivery.

Assist in preparing departmental charges for completed jobs; maintain related billing records.

Operate a variety of office equipment including a computer, fax machine and assigned software.

Operate a high speed copier to produce single or multiple photo copies of materials; perform related key operator functions and minor maintenance and cleaning of machines as directed.

Operate auxiliary machines such as a jogger, collator, stapler, folder, drill, cutter, stitcher, wrapper, binder, and other bindery machines or equipment.

Receive, sort and distribute mail

OTHER DUTIES:

Assist in paste-up, layout work and proofreading as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Record-keeping and filing techniques.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic math.

ABILITY TO:

Learn terminology, processes and operations of assigned office.

Learn to operate high-speed digital reprographic, bindery and peripheral equipment.

Perform a variety of clerical duties in support of an assigned office.

Communicate effectively both orally and in writing.

Answer telephones and greet the public courteously.

Prepare and maintain records, logs and files.

Understand and follow oral and written directions.

Compose routine correspondence and written materials independently.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Determine appropriate action within clearly defined guidelines.

Receive, sort and distribute mail.

Add, subtract, multiply and divide quickly and accurately.

Operate a variety of office equipment including a computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of general clerical experience.

WORKING CONDITIONS:

ENVIRONMENT:

Print shop environment.

Noise from equipment operation.

Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.

HAZARDS:

Working around or with machinery having moving parts.

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224

Office-Technical Job Description
Adopted by BOT 1/25/03