



Position Title:	Part-Time Duplicating/Mailroom Clerk		
Reports To:	Department Director		
Department:	College-wide	Job Code:	8300
Prepared By/Date:	Jennifer Brito/06-11-2010	Job Group:	Class-R
Approved By/Date:	College-wide	Salary Grade:	C1
Revised:	Donna French/09-22-2011	FLSA Status:	Non-Exempt

Summary:

The Part-Time Duplicating/Mailroom Clerk assists duplicating copies for customers' requests.

Essential Duties and Responsibilities:

- Receives, processes, and distributes duplicating/mail work requests
- Operates a variety of copy center and mail center equipment
- Serves as backup for event set ups
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Excellent interpersonal communication and time management skills
- Ability to work a flexible schedule that may include evening and weekend assignments
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate to noisy.

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 frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 50 lbs.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty

satisfactorily.

- High School diploma or equivalent (GED)

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name