



ANTELOPE
VALLEY
COLLEGE

OFFICE OF HUMAN RESOURCES
& HUMAN RELATIONS

Office of Human Resources & Employee Relations

ANNOUNCEMENT OF CLASSIFIED POSITION

POSITION: Mailroom/Duplication Technician **F/T 12 months**
WORK SCHEDULE: Monday – Friday: 8:30am – 6:00pm **RN 17-61**

SALARY: Range 10, \$3,138.26/ mo .+ benefits

DEADLINE: January 16, 2018
START DATE: February 13, 2018

BASIC FUNCTION:

Under the direction of the Director of Procurement and Contracts, provides printing service, using high speed photocopy machine and related equipment; processes incoming and outgoing mail; performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Determines job priorities and schedules work in accordance with established turnaround time to assure quality copy jobs (E)
- Check duplication requests for complete instructions and contact requestor if more information or clarification is required (E)
- Screens all submitted requests to insure numerical correctness (E)
- Programs scanner, copier, and printer according to instructions on request form and with additional instructions as required (E)
- Checks finished jobs for accuracy and completeness (E)
- Adds paper stock, dry ink, staple wire, and fuser agent as required; disposes of used toners (E)
- Performs routine maintenance, clears jams and troubleshoots as necessary (E)
- Distributes incoming mail; distributes in-house mail; and processes outgoing mail (E)
- Processes Fed Ex, UPS and other parcels; processes bulk mail (E)
- Prepares labels for mailboxes
- Assists faculty and students as needed
- Requests/orders outside maintenance for equipment as necessary
- Maintains a variety of records and prepares periodic report as requested (E)
- Checks student mailboxes, as needed and files contents in appropriate faculty box in mailroom (E)
- Performs other related duties as may be assigned

Annual Security Report is provided by Antelope Valley College for prospective students and employees.

A copy of this report is available <http://www.avc.edu/administration/police/>

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school and one year of clerical experience generally related to the duties and responsibilities of the class.

KNOWLEDGE OF:

- Modern office practices, procedures and equipment
- Record-keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Telephone techniques and etiquette
- Interpersonal skills using tact, patience and courtesy
- Office machines including computers and applicable software

ABILITY TO:

- Perform a variety of clerical duties involving typing, filing and maintaining records or reports in support of a special program or District function
- Learn and apply laws, rules, regulations involved in assigned clerical activities
- Add, subtract, multiply and divide quickly and accurately
- Understand and follow oral and written directions
- **Type at 45 words net per minute from clear copy**
- Operate a variety of office equipment including computer, calculator, copier and typewriter
- Operate a computer terminal to enter data, maintain records and generate reports
- Meet schedules and time lines
- Maintain records and prepare reports
- Answer telephones and greet the public courteously
- Communicate effectively both orally and in writing
- Work cooperatively with others

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise

CONTACTS: Co-workers, students, other departmental personnel, vendors, and the general public

PHYSICAL EFFORT:

- Requires the ability to exert some physical effort, such as walking, standing and light lifting, bending at the waist, kneeling or crouching to retrieve and maintain files
- Minimal dexterity in the use of fingers, limbs and body in the operation of office equipment

WORKING CONDITIONS:

Normal office environment, subject to interruptions

APPLICATION PROCEDURE

To be considered an applicant for a classified position in the Antelope Valley Community College District, all of the following documents must be submitted by close of the HR Office on the deadline date. HR Office Hours: Mon-Thurs 7:30am-6:00pm and Fri 7:30am-11:30am.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College classified application form
2. Cover letter addressing your interest and qualifications
3. Résumé
4. *Original typing certificate (net 45 wpm)
 - * Certificates of typing speed must be valid within the past 12 months.
 - * Verification on employer letterhead will also be accepted.

The application must be filled out completely and signed. **Do not** indicate “See Résumé” on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office and must be returned to:



Office of Human Resources
3041 West Avenue K
Lancaster CA 93536
(661) 722-6311
Voice/Relay (661)722-6300 ext. 6360
Office hours: Monday-Thursday (7:30am – 6:00pm)
Friday (7:30am – 11:30am)

Faxed or emailed materials cannot be accepted.
Unsolicited materials will not be included. Postmarks will not be accepted

A selection committee will screen applications of candidates meeting minimum requirements. **Meeting minimum requirements does not assure the applicant of an interview.** Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

AVC is an equal opportunity employer.