

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### MAILROOM/ DUPLICATION TECHNICIAN

Salary Range 10

#### **BASIC FUNCTION:**

Under the direction of the Director Business Services 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.

**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.