

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

PRINT SHOP CLERK

POSITION: Print Shop Clerk
REPORTS TO: Director of Operations
LOCATION: Division of Supporting Services

NATURE OF WORK:

This position entails technical work in the operation of the Print Shop to provide centralized duplicating services to the school system. Work is performed with some independence within the established policies, procedures, and technical guidelines, under the direction of the Director of Operations.

ESSENTIAL FUNCTIONS:

- Operates a variety of duplicating equipment in reproducing forms, reports, bulletins, newsletters, books and other materials, while maintaining project deadline and delivery schedule requirements;
- Assists with production to ensure timely turnaround for printing jobs, including scheduling of delivery of completed projects;
- Supports the Print Shop Operator with supply inventories in accordance with safety regulations, records of operation, and calculates per job supply consumption totals;
- Aids in maintaining files and records of printing requests, stocks supplies in accordance with safety regulations, and equipment;
- Lifts up to 65 lbs. of print shop paper and supplies during and in preparation of printing jobs; and
- Maintains good attendance record, with variation in time worked, as a part of the job responsibility.

DUTIES AND RESPONSIBILITIES:

- To maintain a working knowledge of the operating principles of duplicating equipment, and of hazards and precautionary measures appropriate to work;
- To maintain a working knowledge of paper, binding and other supplies used in duplicating work;
- To comply with all safety rules and regulations in relation to the trade;
- To follow detailed written and oral instructions and maintain deadlines;
- To maintain a working knowledge of the operating principles of duplicating equipment, and of hazards and precautionary measures appropriate to work;
- To maintain a working knowledge of paper, binding and other supplies used in duplicating work;
- To comply with all safety rules and regulations in relation to the trade; and
- To follow detailed written and oral instructions and maintain deadlines.

QUALIFICATIONS:

High school diploma or general education (GED); experience in the operation of duplicating and related equipment is preferable.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 10.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP