

TITLE: Copy Center/Mailroom Specialist

CLASSIFICATION: Classified

SALARY GRADE: C07

SCOPE OF POSITION:

Under general direction, oversees all activities in the Copy Center and Mailroom. Performs technical and support services in the production of service requests and in providing customer service for the Copy Center. Maintains Copy Center machinery and supplies, including high volume xerographic equipment. Performs mailroom duties, including processing and sorting incoming and outgoing mail.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Plans, reviews, and performs Copy Center work, including the operation of high-speed bindery equipment and computer to copier software and equipment. Coordinates technical services such as cutting and trimming, collating, drilling, coil binding and folding.
2. Performs skilled and specialized work on high speed and color copiers. Serves as key operator. Assists with equipment issues, performs minor repairs to xerographic equipment, and/or arranges for repair service.
3. Prepares job estimates, bids, and monthly billing for copier charges.
4. Provides input on changes in departmental policies, procedures, pricing and equipment acquisition; implements changes.
5. Screens material to ensure compliance with applicable copyright laws and informs faculty and staff of any potential copyright violations.
6. Orders and maintains paper and copier supply inventory.
7. Assists students, staff and the public and refers to appropriate area/department; responds to inquiries from internal and external customers.
8. Oversees Mail Room operations, including mail sorting and distribution; coordinates bulk mailings.
9. Performs administrative tasks; maintains and updates routine departmental records and filing systems.
10. Photocopies printed documents; sends and receives faxes.
11. Hires, trains and supervises student employees.
12. Directs the work of short-term, non-continuing (STNC) employees.

KNOWLEDGE OF:

1. Operation and maintenance of high-volume xerographic finishing and offset printing equipment.
2. Digital xerographic network systems technology.
3. Color xerographic systems.

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KNOWLEDGE OF – Continued

4. Metered mail and postal service practices.
5. Health and safety regulations in relation to the use of copier equipment and chemicals.
6. Relevant local, state, and federal rules and regulations.
7. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Operate and maintain high volume xerographic and finishing equipment.
2. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
3. Communicate effectively, both orally and in writing.
4. Exercise appropriate judgement in interactions with others and with work processes.
5. Interact with the public in a helpful, courteous and professional manner.
6. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

High school diploma or GED required.

EXPERIENCE:

2+ years of related experience with operating copy center equipment, including previous experience performing administrative support duties.

OTHER REQUIREMENTS:

- Must be able to perform physical activities, such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing or walking.
- Must be able to work safely in an environment containing chemicals, toner dust, vapors, and high noise levels using personal protective safety measures.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).