

METRO

Classification Description

Title: Printing/Mail Services Clerk

Job Code: 0050

Pay Range: 03

FLSA Status: Non-exempt

Bargaining Unit: AFSCME 3580

Established:

Revised: 2007

EEO Category: Service-Maintenance

DESCRIPTION

Perform complex technical work on color copiers in both digital and analog format and act as technical advisor to Metro staff on various printing and mailing issues. Perform basic printing, binding, mailing and copying tasks for the Metro copy/mailroom center.

DISTINGUISHING FEATURES

The Printing/Mail Services Clerk classification is distinguished from the Printing/Mail Services Lead classification by the performance of printing or mail center tasks under the direction of a lead or supervisor.

DUTIES AND RESPONSIBILITIES

1. Operates and maintains all copy/mail center equipment including various copiers, postage meter, power drill, collator, perforating machine, trimmer, duplicators, cutter, folder and stitcher.
2. Binds forms, reports and similar items using liquid glue, stapling or plastic ring binding.
3. Performs courier duties and delivers interdepartmental mail to offsite locations.
4. Performs routine minor repair work and maintains equipment in efficient working order.
5. Prints reports, agendas and flyers from original copy.
6. Retrieves incoming mail from post office and prepares outgoing mail.
7. Performs shipping and receiving duties for mail/copy center area.
8. Performs complex technical color copy work, using both digital and analog formats and equipment.
9. Performs troubleshooting of digital drivers to print, copy and fax machines.
10. Collects, sorts and routes mail.
11. Occasionally serves as backup for lead.

Secondary Functions

1. Delivers supplies to satellite copiers and facilities.
2. Performs related duties as assigned.

Job Specifications

Education/Licensing and Experience

One year experience in the operation of reproduction equipment and office administration services work and a High school diploma or G.E.D.; or any combination of experience and education which provides the applicant with the desired knowledge, skill and ability required to perform the job. Possession of a valid Oregon Driver's License.

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Knowledge, Skills and Abilities:

- Knowledge of complex set-up, operation, maintenance and service of equipment used in copying, mailing and bindery processes
- Knowledge of advanced layout techniques
- Knowledge of 4 color printing process
- Knowledge of both digital and analog formats and equipment
- Ability to meet deadlines and coordinate production operation
- Ability to make minor repairs and perform maintenance on equipment used in copy/mailroom center
- Ability to plan and prioritize work
- Ability to communicate effectively, both orally and in writing
- Ability to provide quality customer service
- Ability to adapt and respond to evolving technology

SUPERVISION RECEIVED

Daily oversight is received from the Printing/Mail Services Lead. Supervision is received from a Supervisor or Manager.

SUPERVISION EXERCISED

None

WORKING CONDITIONS

Position requires frequent or continuous standing, walking, talking, reaching, repetitive motions of the hands/wrists, repetitive motions of the feet, grasping, handling, and good general hearing. May also require occasional sitting, kneeling, climbing, pushing or pulling up to 200 pounds using a hand truck and the ability to lift and carry up 70 pounds.

The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.