

BINDERY CLERK

DEFINITION

Under supervision, perform a variety of bindery and clerical functions in the District Duplicating Services department; and do other related work as required.

EXAMPLES OF DUTIES

Collate, staple, drill, pad, fold, cut, and otherwise finish a wide variety of print orders; check printed jobs for quantity, quality and completeness of order; package, wrap, box, label, and log completed orders for delivery; operate various types of bindery equipment, including power paper cutter, power paper drill, power staplers and stitchers, folders, collaters, and other equipment as required; answer phones, assist customers, file various materials; inventory and stock supplies; log and sort mail and work orders; perform routine clean-up tasks.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Ability to:

Converse in and understand both verbal and written English;
Operate various power and manual bindery equipment;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students and community.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade.

Experience:

Experience working in a print shop or bindery, preferably in an educational environment is desired.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strengths:

Physical demands involve lifting, carrying, pushing and/or pulling of equipment and supplies up to 50 pounds; standing for long periods of time while operating equipment; physical dexterity in limbs and digits to operate printing and duplicating equipment commonly used in the printing department; ability to bend, stoop, grasp and lift.

Pre-placement Physical: Class I