

**MEETING DATE** 10/10/05

**AGENDA ITEM** Consideration of Approval of the Classified Classification  
Specification for Graphic Services Assistant

**ATTACHMENTS**

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| 1 | Classified Classification Specification for Graphic Services Assistant                  | 1 – 2        |
| 2 | Information Technology Division of the Chief Administrative Office Organizational Chart | 3            |

**Title** GRAPHIC SERVICES ASSISTANT**Definition**

The occupant of this position is in the classified service and is responsible for performing work of routine difficulty in sorting and processing mail and performing a variety of routine functions in the duplication and printing processes

**Supervision Received and Exercised**

The position assigned to this classification reports to the Graphic Services Coordinator

**Essential Job Duties**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here

- 1 Picks up incoming mail for the City from the post office, sorts and distributes incoming mail to the departmental mail box. Logs in certified mail
- 2 Operates mailroom equipment such as computerized postage meter
- 3 Maintains a log of the cost of postage of each department and generates related monthly reports
- 4 Logs in jobs, logs out jobs
- 5 Collates and binds printing jobs, operates the cutting machine to cut paper
- 6 Effectively operates copier/scanner/fax machines producing high quality copies, scans and faxes
- 7 Receives delivery of supplies and stores incoming material
- 8 Operates a camera making lithographic masters, which entails making proper settings for intensity and reproduction quality
- 9 Typesetting forms, cards, and covers and forms creation.
- 10 Does Performs layout and paste up work from rough or semi-final copy, using training skills on labeling equipment, cutters, strippers and light box
- 11 Occasionally operates the offset press
- 12 Operates hole punch drill, collator, envelope stuffer, folding machines, cutter and jogger all binding equipment.
- 13 Cleans and performs minor maintenance on equipment
- 14 Performs related duties as required

**Minimum Knowledge, Skill and Ability****Knowledge of**

- Basic arithmetic functions necessary to compute mail billings
- Computerized mailroom, printing and duplicating equipment operation
- Equipment operation
- Materials and supplies used on mailroom, printing and duplicating processes
- Personal computers.

**Skill and Ability to**

- Utilize a personal computer in order to perform data entry.

- Learn the proper and correct operation and care of copiers, ~~scanners, faxes,~~ mailroom, and other printing/duplicating machines and equipment
- Accurately sort mail alphabetically, numerically, or by classification of document
- Complete simple arithmetic calculations
- Read and understand simple English
- Accurately record and post simple cost figures

**Licenses and Certificates:**

Possession of a valid California Class C driver's license, if assigned to drive.

**Training and Experience**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be graduation from high school or equivalent and one (1) year experience in office, print shop, or duplicating machine operations.

**Physical Requirements and Working Conditions**

- Require vision (which may be corrected) to read small print
- Require mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects
- Require the ability to stand for long periods
- Require the ability to walk long distances
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds
- Is subject to inside environmental conditions

**INFORMATION TECHNOLOGY DIVISION  
CHIEF ADMINISTRATIVE OFFICE  
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