

**BOULDER VALLEY SCHOOL DISTRICT
CLASSIFIED STAFF JOB DESCRIPTION**

Job Title:	Office Assistant IV, Copy Machine Operator	FLSA Status:	Non-Exempt
Pay Program:	Classified Staff / Office Professional	Pay Range:	Unit D; Grade 4
Reports to:	Print Shop Manager	Work Year:	12 months
Prepared/Revised Date:	January 2008		261 days

SUMMARY: Support the Education Center, TEC, and schools in their quest to get quality print jobs accomplished in a timely and efficient manner. Work in the BVSD Print and Copy Center and in a classroom/student environment. The BVSD Print and Copy Center functions collaboration with the Graphic Communications Program at Boulder Technical Education Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Coordinate copy jobs using the computer to clean up, set up, organize and transmit jobs to a large copier.	D	70%
2. Maintain and bill out accounts receivable for all work done on copier.	D	4%
3. Establish priorities for copy requests so deadlines are met.	D	4%
4. Carry out oral and written directions and perform customer service in person and by phone.	D	4%
5. Order supplies needed for upkeep of copier and notify supervisor of paper and bindery supplies needed to complete jobs in a timely manner.	W	1%
6. Perform various Print and Copy Center duties as needed including bindery, shipping and inventory.	W	5%
7. Perform skill demonstration for TEC Graphic Communications students as needed.	M	10%
8. Perform other duties as assigned.	Ongoing	2%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent
- More than three years of experience in general office occupations and computer experience.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced oral and written communication skills.
- Intermediate English language skills.
- Advanced interpersonal relations skills.
- Intermediate math and accounting skills.
- Advanced personal computer, keyboarding and word processing skills.
- Intermediate customer service and public relations skills.
- Intermediate critical thinking and problem solving skills.
- Advanced organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Basic Bilingual skills (English/Spanish) preferred.

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MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with computer programs including Acrobat, Pit stop, Outlook and Microsoft Office.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, e-mail, 10-key, etc.
- Operating knowledge of and experience with print shop bindery equipment, including GBC punch and comb binding, stapling, cutting and folding.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Print Shop Manager	

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

- This position acts as a technical resource for the district by serving as main contact for copy jobs and larger school projects. Informs customers on what can be done on the copier and what is needed to accomplish the task.

SAFETY TO SELF AND OTHERS

Step stool is recommended.

Wrist rest for computer key board and mouse is required.

Ergonomic chair for desk and computer use is recommended.

The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to communicate and use interpersonal skills. Frequently required to copy, coordinate, compile and negotiate. Occasionally required to compare, analyze, instruct, compute, and evaluate.