

SEQUOIA UNION HIGH SCHOOL DISTRICT

Job Description

JOB TITLE	Reprographics Technician I
ADMINISTRATIVE RELATIONSHIP	Under the directions of the Director of Purchasing and Support Services, or designee.
CLASSIFICATION	Classified OT&P
REQUIREMENTS	<p>Experience: One year of general clerical work.</p> <p>Education: High school diploma.</p> <p>License: Possession of a valid California driver's license.</p>
SALARY SCHEDULE	Classified Salary Range 10
WORK YEAR/HOURS	10, 11, 12 months / 7.5 hours
LOCATION	District Office
BOARD APPROVAL	March 19, 2025

BASIC FUNCTION

Under the direction of the Director of Purchasing and Support Services or designee, performs a variety of reprographic tasks, including operating high-speed multi-feature copiers and related equipment to produce printed materials, finishing tasks such as laminating and binding, and managing incoming work requests. Responsible for maintaining equipment, assisting customers with basic layout needs, and ensuring accurate record-keeping and billing for reprographics services.

DISTINGUISHING CHARACTERISTICS

Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

ESSENTIAL FUNCTIONS

- Operates high-speed multi-feature copy machines and other related equipment to reproduce forms, flyers, mailings, reports, lessons, packets, postcards, directories, booklets, brochures, certificates, posters, stickers, notices, and other materials; prepares machines for operation, regulates job progress, and makes adjustments for best results
- Gathers and retrieves data from computer systems; generates standardized reports

- Operates scanning, folding, inserting, punching, drilling, perforating, cutting, binding, collating, laminating, and stapling equipment to complete printing jobs; sorts, assembles and packages finished products
- Receives, prioritizes, and organizes incoming work requests; assists customers in basic layout and composition, selection of paper, and related matters
- Completes necessary paperwork and enters data in a computer to record and properly bill for reprographics department services; counts and reconciles print orders and prepares cost estimates
- Prepares, cleans, and performs routine and preventative maintenance and repair on equipment; reports the need for major maintenance and repair
- Maintains a clean and safe work area
- Orders and maintains proper inventory of supplies and stock
- Forwards invoices and receiving documents to Accounts Payable
- Operates a variety of office equipment, a computer, and assigned software
- Performs filing, typing, and related clerical tasks in support of assigned functions
- Directs, and/or supervises student assistants
- Assists Warehouse with annual stock counts
- Serves as a relief delivery driver to deliver and pick up & drop off mail and reprographics orders
- Other related duties as assigned.

KNOWLEDGE OF:

- Reprographics processes, operations, equipment, materials, and methods.
- Paper stock and other materials used in printing
- Basic principles of design and layout.
- Proper English spelling, grammar, and usage.
- General clerical office practices and procedures, including operation of common office equipment and computers.
- Interpersonal skills using tact, patience, and courtesy.
- Telephone techniques and etiquette.
- Record-keeping techniques.
- Public speaking and public relations, principles, and practices.

ABILITY TO:

- Operate, maintain, and adjust copiers and various printing and finishing equipment.
- Produce a variety of printed instructional materials and forms with speed and accuracy.
- Meet schedules and timelines.
- Communicate effectively both orally and in writing.
- Make accurate decisions and use sound judgment within the framework of policies, procedures, and guidelines.
- Operate a computer, assigned software, and other office equipment.
- Organize, prioritize, and coordinate tasks to meet tight deadlines.
- Perform basic mathematical calculations.
- Maintain accurate records and files.
- Use sound judgment within the framework of policies, procedures, and guidelines.
- Interpret and apply relevant laws, rules, policies, and other guidelines associated with an assigned functional area(s).
- Follow and comply with all safety procedures.
- Communicate complex information in a clear and concise manner using a caring, empathetic, and compassionate approach.

- Travel to various sites and school locations.
- Provide own transportation to sites during the workday.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze problems, identify solutions, and project the consequences of proposed actions.
- Properly interpret and make decisions in accordance with school district regulations, collective bargaining agreements, laws, regulations, and policies.
- Understand and follow oral and written communication.
- Use common office machines and current technology
- Effectively express ideas orally and in writing
- Establish and maintain effective working relationships and to effectively work as part of a team.
- Work independently with little to no supervision.
- Maintain confidentiality, set priorities, and meet deadlines and schedules

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Vision that can be corrected to a level sufficient to successfully read hand-written, typed, and computer-generated information and data, as well as computer terminal displays.
- Hearing and speech ability are sufficient to enable communication by telephone and in person.
- Manual dexterity is sufficient to use standard office equipment and supplies and to manipulate both single sheets of paper and large stacks of paper and large document holders (binders, manuals, etc.).
- Physical strength, agility, and ability to reach, bend, grasp, and crouch in order to prepare, operate, and adjust equipment.
- Physical ability to lift, carry, and place objects up to 50 pounds, and to push hand trucks with loads up to 200 pounds.
- Work at a desk, conference table, or in meetings of various configurations
- Circulate for extended periods of time
- Read a variety of materials and computer screens, and prepare/process documents.
- Operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Communicate so others will be able to clearly understand a normal conversation.
- Bend, twist, stoop, and reach.

WORKING CONDITIONS

ENVIRONMENT:

Office environment.

Travel to various locations.

HAZARDS:

Work in a noisy environment

Work in exposure to printing chemicals and fumes

Heavy equipment that moves