

## TORRANCE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: REPROGRAPHICS TECHNICIAN

#### BASIC FUNCTION:

Under the direction of the Director of Purchasing and Administrative Services or an assigned supervisor , perform routine functions in a reprographics shop and perform general clerical activities in support of a school district print reprographics shop.

#### REPRESENTATIVE DUTIES:

Participate in the activities of the in-house printing program in a computerized reprographics environment. **E**

Operate computerized dry copier and personal computers and assist in maintaining computer networks for reprographics operations. **E**

Proofread and correct proofs as required. **E**

Cut, pad, fold, stitch, drill, and wrap packages; arrange pick up and delivery of completed projects. **E**

Clean, adjust and perform routine maintenance on copier and related equipment. **E**

Assure the timely distribution and receipt of records, reports, and bulletins as directed. **E**

Assist with the ordering of print shop supplies; order and schedule equipment repairs and service. **E**

Maintain records of printing requests, warehouse orders, outside orders, service calls, and other items; prepare reports related to work performed; provide billing information to accounting personnel. **E**

Attend training programs offered by vendors. **E**

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Computer operations and related reprographics operations.

Methods and procedures used in maintenance and repair of equipment.

Principles in record-keeping and reporting related to inventory, records and assets.

Policies and objectives of assigned program and activities.

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations.

Proper lifting techniques.

Methods and procedures of storing supplies and equipment.

Perform related duties as assigned.

##### ABILITY TO:

Perform a variety of duties involved in compiling and maintaining equipment and records.

Meet schedules and time lines.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Operate a data entry terminal.

Establish and maintain cooperative and effective working relationship with others.

Communicate effectively both orally and in writing.

Perform physical and clerical duties involved in packing, storing and shipping supplies.

Maintain routine records.

Lift and move heavy objects.

Add, subtract, multiply and divide quickly and accurately.  
Learn District locations.  
Assist in periodic physical inventory.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school; one year of clerical experience with sufficient training and experience to demonstrate the knowledge and abilities listed above including some experience in shipping, receiving and delivery work. Knowledge of computer operations and related reprographics operations is desirable

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's license. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

**WORKING CONDITIONS:**

**PHYSICAL ABILITIES:**

Bending, pushing, lifting and moving objects weighing up to 75 pounds.