



Job Title: **Copy Center Aid**

Department: **Purchasing/Warehouse**

Supervisor: **Media Center Supervisor**

Lane Placement: **CL-2**

Schedule: **8 hrs / 242 days**

Evaluation Group: **JCES**

FLSA Classification: **Full Time**

## **JOB DESCRIPTION**

Operates large high-volume black and white and color digital copiers, shrink wrapper, laminator, 3 hole drill, folder / inserter, tabbing, mail meter, MBO folding machine and a variety of binding equipment and other machinery. Loads machines with paper and sets up jobs to be copied. Clears jams and makes minor adjustments on machines, cleans machines and keeps an orderly working environment. Assists in District wide Bulk Mail processes. Finishes work in a timely manner. Packages and delivers completed jobs to the mail room for shipping. Stocks shelves with paper and organizes supplies. When needed, works on projects in the Instructional Support Center.

## **ESSENTIAL FUNCTIONS**

- Must demonstrate basic competence in reading, writing, typing, spelling, grammar, math, and interpersonal skills.
- Listens and follows directions carefully.
- Adaptable to changing job priorities and deadlines.
- Learn and follow USPS Bulk Mail regulations.
- Must be able to lift 50 pounds.
- Must be able to stand for prolonged periods of time.
- Must be able to multi-task.
- Must have basic computer skills.
- Coordinates work on several machines simultaneously. Solves minor mechanical problems.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

## **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

## **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- High school diploma or equivalent skill is required.
- Job requires manual dexterity and mechanical aptitude to operate a large photocopy machine and binding equipment safely.
- Six (6) months of prior job related work experience is preferred, with demonstrated competence.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

## **PHYSICAL REQUIREMENTS---Not limited to the following:**

- Job requires standing for long periods of time, exposure to noise and chemicals. Stress may occur in meeting deadlines and ensuring job quality.
- Required to lift up to 50 lbs.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: \_\_\_\_\_ 6/9/2020