



JOB SPECIFICATION

Code 11070

Grade GS 43

DOCUMENT CENTER SPECIALIST

General Purpose

Under general supervision, provide customers with document reproduction services and/or provide messenger services, depending on area of assignment.

Typical Duties

Operate and maintain document reproduction equipment and high-tech/volume copiers. Involves: Operation of photocopier machine, print-binding equipment (paper drill, cutting, press, stitcher and folding). Make copies, sort, collate and staple documents. Make size and density adjustments. Use of a computer desktop publishing program for publishing and develop typesetting for print jobs. Reproduction of flyers, booklets, manuals, business cards, etc. upon request for City Divisions.

Prepare proofs for review and finalize work orders. Involves: Layout and paste up preparation. Communication with customers regarding work order and final approvals. Estimate cost and prepare charts for using departments. Complete and deliver work.

Read, review and prioritize work orders, provide customers with estimates, prepare and process work orders. Involves: Document reproduction scheduling and identification of completion date, and cost analysis. Enter final accounting data into computer system, process invoices for payment, maintain filing system and keep records and reports. Data entry of invoices and updating of filing system daily. Order, receive and inspect supplies. Maintain records and prepare reports.

Retrieve, sort, track and distribute appropriately mail, confidential communications, reports and other documents. Involves: Pick up, sort and properly distribute mail and other information at assigned location. Track information for delivery and enter data into log. Check and verify inventory. Deliver to designate location (post office, city departments, federal agencies, etc.) within prescribed time frame. Post information (such as; Council Agendas) at appropriate sites.

Prepare mail (regular, certified, etc.) for distribution. Involves: Weigh mail and apply postage. Utilize office equipment and postage machines. Load postage meter and order pertinent supplies. Maintain vehicle which includes: inspecting vehicle, refueling and checking fluids.

Knowledge, Skills, and Abilities

- Application of good knowledge of basic arithmetic.
- Application of good knowledge of customer service techniques.
- Application of some knowledge of desktop publishing, depending on area of assignment.
- Application of some knowledge of City department locations, mail routes and street map reading.
- Application of some knowledge of postage service regulations and mail sorting techniques.
- Application of some knowledge of copying terminology, depending on area of assignment.
- Application of some knowledge of postage service regulations and mail sorting techniques.
- Interpretation of oral and written instructions.
- Establish and maintain effective working relationships with coworkers and customers.

Effective 09/03/2006

Page 1 of 2

As provided under Classification and Compensation Ordinance 8064, Section 2.2, General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines.



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- Safe operation and care of tools and equipment, and motor vehicle.
- Keep records and prepare reports.
- Work under pressure to meet deadlines.

Other Job Characteristics

- Regular driving through city traffic and exposure to inclement weather, depending on area of assignment.
- Consistent standing during the day depending on area of assignment.
- Lift boxes, equipment, materials and/or work product weighing up to 50 pounds.
- Exposure to noise, heat and physical harm from machinery operation.

Minimum Qualifications

Education and Experience: A High School diploma or GED, and one (1) year of general work experience.

Licenses and Certificates: None.