PRODUCTION CENTER SPECIALIST
JOB #DEC972
$2,598- $3,149 per Month
(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: June 12, 2007
CLOSING DATE: June 28, 2007
POSITION LOCATION: Anaheim Campus – Production
SCHEDULED SHIFT: 8:00 a.m. to 4:30 p.m., Monday through Friday
(Schedule and shift are subject to change in accordance with department needs).
STARTING DATE: As soon as possible.

TYPICAL DUTIES:
This position is responsible for overseeing and participating in the daily operation of a District mailroom and performing duplication services. Depending on where incumbents are located, the emphasis of the job functions may be different (mailroom vs. duplicating). Operate a variety of duplicating equipment such as high-speed copiers, bindery equipment, booklet makers, labeling machines, online collators, and electric staplers; performs routine clerical duties such as typing forms and memos, answering telephones, and maintaining files. Oversee and participate in the receiving, sorting, labeling and distribution of U.S., campus and inter-District mail and other packages and materials; coordinate bulk and metered mail processing; assist in the distribution of payroll checks. Operate mailroom-related equipment including postage meters and scales; determine appropriate postage fees. Process incoming and outgoing packages via delivery services (e.g., Federal Express, UPS); determine correct fees; maintain package pick-up schedules. Provide information in person and via telephone to District personnel, faculty, and students regarding mailroom and U.S. mail and delivery service regulations and procedures. Receive, prepare and schedule materials for reproduction; coordinate timely and proper reproduction and delivery; track materials and maintain budget records. Verify computations for printing charges; verify hourly time sheets; separate, arrange and verify postage budget numbers. Sort and distribute mail; assign, type and mark mailboxes and assign combination cards; mark and alphabetically shelve various instruction books. Maintain a variety of records related to mailroom activities; prepare reports as required including billing and duplicating reports; comply data and prepare duplicating center statistical reports, prepare purchase orders, service requisitions and payroll lists. Train and provide work direction and guidance to others as directed. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS:
Knowledge of: Duplicating equipment operation and scheduling; procedures and practices of U.S. Postal Service; current postal rates; record-keeping techniques; District organization, operations, policies and objectives; various computer software applications; operate mail room related equipment including postage meters and scales and determine postage fees. Operate office and duplicating equipment such as a typewriter, calculator, copier, bindery equipment and electric stapler, etc.

Ability to: Maintain records and prepare reports; read, interpret, apply and explain rules, regulations, policies and procedures; read labels and sort mail and other printed materials quickly and accurately; add, subtract, multiply and divide quickly and accurately; train and provide work direction to others; plan, organize and prioritize work; meet schedules and time lines; understand and follow oral and written directions; communicate effectively, both orally and in writing; establish and maintain effective working relationships with others.

OVER
Education and Experience: High school diploma or equivalent. Minimum two (2) years increasingly responsible experience involving mail room and duplication activities.

DESIRABLE QUALIFICATIONS: Operation of specialized bindery equipment used in a printing environment such as; power cutter, folding equipment, collators, trimmers; knowledge of bulk mail processing, including importing databases, Postalsoft software, completing necessary postal forms and reports.

WORKING RELATIONSHIPS:
The Production Center Specialist maintains frequent contact with various District departments and personnel, faculty, students, and outside agencies and vendors.

WORKING CONDITIONS:
District mail and duplication room; subject to lifting (up to 50 pounds unassisted), pushing, carrying and pulling; exposure to fumes from chemicals used in printing process; extended standing and walking.

APPLICATION PROCEDURE:

- **DISTRICT CLASSIFIED APPLICATION REQUIRED** *(All sections must be completed)*

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference **Job #DEC972, Production Center Specialist**, in all correspondence. You may include cover letters, resumes, letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant's responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. **Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission.**

THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.

Mail or deliver your application packet in person to:

North Orange County Community College District  
Human Resources, 9th Floor  
1830 West Romneya Drive  
Anaheim, CA 92801-1819

APPLICATION DEADLINE:  
Completed applications must be received in the Human Resources office on or before **June 28, 2007, 5:00 p.m.** (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications **does not** ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. All employees driving personal, leased, or district owned vehicles for District related activities must certify possession of a valid California Drivers License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0) The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.