PRODUCTION CENTER SPECIALIST
JOB # FCC970
$2,127 - $2,577 per month
(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: May 7, 2012
75% Position, 11 MONTHS PER YEAR

CLOSING DATE: May 29, 2012

POSITION LOCATION: Fullerton College – Mail Room

SCHEDULED SHIFT: 12:30 p.m. – 7:00 p.m., Monday through Thursday
10:30 a.m. – 5:00 p.m., 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; perform 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 shelf various instruction books. Maintain a variety of records related to mailroom activities; prepare reports as required including billing and duplicating reports; compiles 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
Education and Experience: High school diploma or equivalent AND (2) years of increasingly responsible experience involving mail room and duplication activities.

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.

Ability to: 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
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