

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Prepare, finalize, and distribute all schedules and routine correspondence concerning lab usage and procedures; train and provide work direction to others. E

Operate, program, repair, and maintain a wide variety of machines used in the lab to ensure maximum efficiency and productivity; initiate and prepare equipment renewal maintenance agreements.

Receive and stock inventory of materials and supplies; unload paper supplies, and rotate stock; maintain inventory according to established guidelines; check out, clean, and maintain media equipment including overhead projectors and audiovisual screens.

Operate a paper cutting machine to trim and cut large paper stock to appropriate size and dimensions; collate, assemble, hole punch, bind, staple, and package reproduced materials.

Operate a computer and related software to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; operate standard office equipment.

Operate, program, maintain, and troubleshoot high performance mail metering machine. Press and weigh various classes and certified mail to ensure proper postage is applied; submit department postage billing charges; maintains records of receipts, and other required information; replenishes postage on the postage meter as needed.

Communicate and assist district staff and departments in the planning of time sensitive and bulk mailings; perform mail collection and distribution rounds to district office and adjoining departments; keep current with USPS postage rates.

Collect, sort, and distribute interoffice and U.S. mail for the central mail section; coordinate the time schedule for pickup and delivery of mail; count out and distribute administrative circulars and bulletins;

Keyboarding.....55 Correct WPM  
 Word.....80% Overall Score  
 Excel.....80% Overall Score

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

- x Principles, processes, and equipment used in digital and color copiers.
- x Operation of digital and color print copiers and other related equipment.
- x Operation of high performance postage meter machine
- x Inks, toner, and paper stock used in printing.
- x District policies and procedures related to assigned duties.
- x USPS policies and procedures related to assigned duties.
- x Record keeping techniques.
- x Operation of a computer, related software, audiovisual equipment, and standard office equipment.
- x Correct English usage, grammar, spelling, punctuation, and vocabulary.
- x Oral and written communication skills.
- x Interpersonal skills using tact, patience, and courtesy.
- x Principles and practices of providing work direction and guidance to others.
- x Health and safety regulations.

##### ABILITY TO:

- x Perform the basic function of the position.
- x Repair, program, and maintain a wide variety of machinery related to assigned duties.
- x Produce quality printed work according to established production standards.
- x Maintain records and prepare reports.
- x Be organized and efficient.
- x Communicate effectively, both orally and in writing.
- x Establish and maintain cooperative and effective working relationships with others.
- x Complete work with many interruptions.
- x Operate a computer, related software, audiovisual equipment, and standard office equipment.
- x Work independently with little direction.
- x Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- x Lift, carry, push, and pull heavy packages, boxes, equipment, completed print jobs, and pallets of supplies.
- x Train and provide work direction to others.
- x Meet state and district standards of professional conduct as outlined in Board Policy.

##### WORKING CONDITIONS:

##### SAMPLE ENVIRONMENT:

Materials lab environment; subject to noise from equipment operation, and fumes from ink and cleaning compounds; drive a vehicle to conduct work; constant interruptions.

Mailroom environment; subject to high volume incoming and outgoing mail; noise from equipment operation; standing for a period of time; drive a vehicle to conduct work.

##### SAMPLE PHYSICAL ABILITIES:

Sit or stand for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other equipment; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve and store files and supplies; hear and speak to exchange information; see to read, prepare, and proofread documents related to assigned activities and view a computer monitor; lift, carry, push, and pull heavy packages, equipment, boxes, completed print jobs, and pallets of supplies.

**SAMPLE HAZARDS:**

Exposure to chemical fumes and chemicals/solvents on hands; heat from laminating machines; cuts from paper and paper cutters.

Former Classification: Materials Lab Technician