

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6266
Pay Grade: D09

FLSA: Non-Exempt

CENTRAL PRINTING SERVICES ASSISTANT

MAJOR FUNCTION:

Performs specialized clerical duties to assist customers as well as maintain account and other information for district-wide printing, copying, and forms management services. Work is performed under general supervision and is reviewed through results obtained.

DUTIES AND RESPONSIBILITIES:

- Assists customers with all or some of the following: material selection, cost estimation, billing questions, paperwork completion and related matters.
- Proofreads copy for accuracy of spelling, punctuation and grammar.
- Reviews requests for printing services or forms authorization for completeness. Contacts customers to verify, obtain information as needed.
- Prepares job tickets and worksheets for all work submitted.
- Maintains and updates customer files and district forms files.
- Inputs journal entries via on-line business system to directly bill cost centers for services.
- Prepares billing for printing and copying services.
- Provides accurate inventory information for ordering of supplies.
- Processes and maintains invoices, purchase orders and contracts for outside services.
- May prepare reports or correspondence.
- May prepare simple paste-ups and input text.
- Performs other related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED and three (3) years of office experience, preferably in a printing or graphics environment.

ISSUED: 5/82; BOARD APPROVED: 7/14/82; REVISED: 1/85 PBL; BOARD APPROVED: 2/27/85;
REVISED: 6/88 BMP (D & R ONLY); MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93;
REVISED: 11/95 SV; BOARD APPROVED: 3/27/96; REVISED WC: 4/04 LM.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

CENTRAL PRINTING SERVICES ASSISTANT

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Central Printing Services Asst – PESPA