

PRINT AND MAIL ASSISTANT

GENERAL DESCRIPTION OF CLASS

Under the direction of an assigned administrator or Supervisor, performs work involving the receipt, processing, and delivery of intercampus and United States Postal Service mail; the checking, storage, inventory, issue and delivery of materials, equipment, and supplies. Operates-powered and non-powered handling equipment and delivery trucks; and maintains required records. Also operates digital copiers, computers, and related equipment to produce a variety of printed materials for students, faculty, and staff.

DISTINGUISHING CHARACTERISTICS: The Print and Mail Assistant is the entry level classification in the Print Services job family. The Print and Mail Assistant performs work within well-established guidelines and exercises a moderate level of independent judgment in executing the essential responsibilities of the classification. The Print and Mail Assistant may involve performing technical and moderately difficult tasks, requiring specialized skill in one or more areas of the work assigned.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Operates digital copiers and computerized copiers to produce a variety of basic and high-quality color printed materials for students, faculty, and staff such as forms, stationery, flyers, and special projects. Delivers all print, supply, and production to various departments. *
2. Communicates with and assists clients in person or via email to interpret and verify job order instructions or to provide assistance in determining production and software capabilities. *
3. Prioritizes and organizes scheduled work, coordinates the use of copy machines and postal equipment to effectively meet deadlines. *
4. Operates equipment such as binders, collators, cutters, drill presses, staplers, folding machines, address printer, spray bar coder, postal machines and other machinery as needed. *
5. Maintains clean and orderly warehouse, storage areas, vehicle department and equipment department. *
6. Operates a wide variety of powered and non-powered equipment, including hand trucks, forklifts, pallet jacks, desk movers, dollies, carts, power lift gates, trucks, etc. to load and unload equipment, supplies, furnishings and materials used by the District; employs special handling techniques when required for transport of fragile, toxic, flammable, or short-shelf-life goods. *
7. Maintains duplicate, master files and records; maintains contact with vendors and contracts/vendors. *
8. Performs preventative maintenance of machinery in both printing services and shipping

- and receiving and mail services departments, arrange for repairs and service as needed.*
9. Utilizes an address printer and software to ink spray barcoded addresses onto mailings, either the documents or mailing envelope; during the pre-print process, manipulate or view sensitive and/or confidential materials on files sent via email. *
 10. Assists with and maintains an accurate inventory of supplies and materials for duplicating and mailroom machinery and equipment; completes stationary supply forms; assists with asset and inventory management. *
 11. Performs routine machine maintenance such as clearing paper jams, adding paper, toner and staples; adjusts paper feed, guides and rollers for different paper weights, sizing, and stock. *
 12. Coordinates the receipt, sorting and distribution of intra-District, U.S. mail, and UPS/FEDEX parcel shipments, check mail and parcel preparation and sorting for accuracy. *
 13. Documents, labels, sorts, weighs, bundles meter items for mailing and shipment; processes bulk mailing; ensures adherence to delivery and mailing deadlines. *
 14. Monitors and replenishes postage machine and supplies; ensures sufficient stock of necessary materials for processing requests in a timely manner. *
 15. Maintains current information concerning postal regulations; provides information to campus personnel regarding mailing rates, procedures, and requirements. *
 16. Operates a computer to perform basic data entry, access email and District announcements, etc. *
 17. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy.*
 18. Keeps current with and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. *
 19. May assist in training and providing direction and/or guidance to student assistants and short-term, temporary employees; assists Facilities Planning and Management Lead as needed.
 20. May attend staff meetings and serve on a variety of District committees as requested.
 21. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE:

- High School Graduate or General Educational Development (GED); **AND**
- Two (2) years of experience closely related to mail room, package room or printing/copying experience.
- Or, any combination of education and experience which would provide the required qualifications for the position.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- Required to hold and maintain a valid driver license 'if and when' travel is required in the course of work.
- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.
- Possession of or the ability to obtain within the first 6-months of employment (during probationary period):
 - A valid Forklift Operators Certificate*

*District will provide training for certifications. All licenses and certificates must be maintained throughout duration of employment with the District.

DESIRED QUALIFICATIONS:

- College-level coursework in business, warehousing or a related field.
- Experience in public education environment.

KNOWLEDGE, SKILLS, AND ABILITIES: *(May be acquired through education, training and/or experience.)*

Knowledge of:

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulations, laws, and Board policies, and procedures governing the District.
- Operation and maintenance of duplicating machines and related equipment.
- Principles, processes, and equipment used in duplicating and high-speed photocopying.
- Current postal rates, regulations, and requirements for varying classes of mail and other materials.
- Operations and maintenance of mail equipment and machinery related to the area of assignment
- Methods, techniques, processes, and procedures used to create quality material duplications.
- A variety of inks, paper stock, and duplication materials/mediums used in printing.
- Mobile devices and applications utilized by the District and/or college.
- The materials, tools, equipment and practices used in warehousing and shipping / receiving and printing operations.
- Freight and mail regulations and handling techniques.
- Methods of conducting inventories and maintaining inventory records.
- Applicable safety methods associated with department equipment and activities.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Basic mathematics.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Modern office practices, procedures, methods, and techniques.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

Ability to:

- Perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures related to the area of assignment.
- Integrate local, state, and federal laws and regulations related to the area of the assignment.
- Read, understand, learn, interpret, and apply rules, regulations, policies, and procedures related to the area of the assignment.

- Safely operate a motor vehicle.
- Operate and maintain high speed reproduction equipment related to the area of assignment.
- Adjust and perform routine maintenance on equipment.
- Produce quality printed work according to established department and District standards.
- Sort mail accurately and in a timely manner based on manes, departments, District locations, and Unites States mail requirements.
- Effectively and efficiently operate a computer terminal and various software programs related to the area of assignment.
- Operate powered handling equipment and electronic mail equipment.
- Perform heavy manual labor for a significant portion of work time.
- Instruct students in safety measures, department procedures and use of equipment.
- Use computer for record-keeping, word processing, and creating reports.
- Read and write at the level necessary for successful job performance.
- Complete basic mathematical computations with accuracy.
- Work under pressure to meet specified deadlines in printing.
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Communicate clearly and concisely, both verbally and in writing.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Maintain accuracy and pay close attention to detail in a fast-paced environment of changing priorities.
- Compile, organize, and use various financial information necessary in the preparation and monitoring of budgets.
- Update and maintain files, file sharing, filing systems, and records accurately and completely.
- Compose correspondence and reports.
- Use discretion and handle students, staff, and faculty in a diplomatic manner.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Independently apply good judgment in making sound and educated decisions.
- Update and maintain records, files, file sharing, and filing systems accurately and with confidentiality.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Utilize keyboarding skills commensurate with the required functions for this position.
- Effectively and fluently utilize computers to perform advanced-level document production including the complex formatting of documents, creating charts, establishing and maintaining databases and spreadsheets.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Work with diverse populations.
- Establish and maintain cooperative relationships with those contacted in the course of work.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbents in this class may provide work direction and/or guidance to student workers, student assistants, and/or short-term, temporary employees.

The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards. Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard print, mail, and office equipment; reach with hands and arms; and lifting heavy items (up to 60 pounds) with assistance and occasionally lift and carry up to 100 pounds with assistance. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office and warehouse conditions, and the noise level varies depending on machinery and equipment in use. Lifting, moving, and frequent standing are required.

- **Working Conditions**

Work is performed both indoors and outdoors where some safety considerations exist from extended standing while performing work utilizing a variety of printing, mail, and office machinery and equipment; the incumbent may be required to lift, move, and deliver medium to heavy weighted materials. The incumbent is subject to frequent interruptions from staff and performs work in a moderately noisy environment related to the use of required equipment and machinery throughout the course of the day. The incumbent may be exposed to handling chemicals, consumables, and heavy materials.

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY

EMPLOYER: To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.