Lancaster ISD Job Descriptions

Human Resources Department

Job Title: Copy Clerk
Wage/Hour Status: Non-Exempt
Reports to: Chief Communications Officer
Pay Grade: Pay Grade Administrative Support 1
Dept. /School: Communications

Primary Purpose:
Under the direction of the Chief Communications Officer, the Copy Clerk will collaborate with teachers, campuses and departments to provide district-wide copy and print services in addition to communication tools. The Copy Clerk will assist with all functions and duties related to the Parent & Teacher Resource Center (PTRC).

Qualifications:
High school diploma or GED

Special Knowledge/Skills:
- Ability to operate copier machines and other equipment
- Ability to perform multiple tasks in a professional, courteous manner
- Proficient keyboarding skills and file maintenance
- Effective organization, communication, and interpersonal skills
- Ability to understand and follow detailed written and verbal instructions
- Ability to operate multi-line phone system
- Effective interpersonal skills and willingness to work collaboratively with teachers, parents, administrators and community members

Experience:
- Experience in customer service
- Experience with operating copier machines and other print equipment
- Experience with multitasking

Major Responsibilities and Duties:
- Runs high volume copy machines and performs any necessary binding and finishing work
- Performs related work such as collating, stapling, assembling, stuffing, cutting, punching, folding and as the job requires
- Maintains all copy room machines and provides some preventative maintenance including clearing paper jams, checking for quality control, and informing technicians of specific problems
- Reviews job requests; meets deadlines; keeps records of jobs completed
- Receive, store, and issue supplies and equipment
- Organize resources and establish priorities, demonstrating the ability to use judgment
- Model high standards of professional integrity and maintain confidentiality of privileged information
- Maintain a neat and organized environment

Other Duties:
- Keep informed of and comply with state, district, and school regulations and policies.
- Provide service and support as outlined in work order procedures
- Answer incoming calls
• Perform other duties as assigned

Supervisory Responsibilities:
None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer, copier, printer, laminator, poster maker, hydraulic paper cutter, three-hole drill, heavy duty electric stapler, bindery equipment and GBC binder

Posture: Prolonged standing and sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Frequent repetitive hand motions; frequent keyboarding and use of mouse

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Work is performed in an office setting; may require occasional irregular and/or prolonged hours

Mental Demands: Maintain emotional control under stress; work with frequent interruptions

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by ___________________________ Date

Received by ___________________________ Date