

EAST BAY REGIONAL PARK DISTRICT

OFFICE SERVICES ASSISTANT

GENERAL FUNCTION

Under supervision, to provide the District with cost effective and quality controlled reproduction and binding services. Also, to procure and provide general office supplies from Central Stores to the District's administrative offices.

ESSENTIAL FUNCTIONS

The essential functions of this position include, but are not limited to, the following: operate high volume photocopier with efficiency and accuracy; prioritize time-sensitive projects; troubleshoot and perform minor repairs on high volume and satellite photocopiers; places service calls and orders supplies for the high volume photocopier as necessary; operate bindery equipment and other general office machines related to reproduction services; keep inventory of office supplies available for use by administrative office personnel, distribute on a daily basis, restock supplies by placing weekly orders to Central Stores.

OTHER DUTIES AND RESPONSIBILITIES

The other duties to accomplish the general function of this position may include, but are not limited to, the following: assist with mailroom operations daily by sorting and metering mail; assist with Switchboard and Building/Grounds operations as needed; related duties as assigned.

MINIMUM QUALIFICATIONS

Education: Equivalent to graduation from high school, and

Experience: One year of experience operating high volume photocopiers.

KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of the operation and maintenance of high volume photocopiers, bindery equipment and related office machines. Customer service skills. Ability to understand and apply District and departmental policies and procedures; follow oral and written instructions; communicate clearly, concisely and effectively; learn computer skills and other new technology; lift, move and carry large boxes of paper weighing up to 60 pounds; establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers.

SPECIAL CONDITIONS OF EMPLOYMENT

A valid California driver's license is a condition of initial and continued employment in this classification.

Employment Category: AFSCME, Local 2428, Salary Range Effective 3/27/99 (\$2,854.30 - \$3,053.49)

Adopted by Board: December 16, 1975

Revision Approved by Board: March 21, 2000

Replaces: Copy Clerk

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