

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Production Services Assistant

Unit: Office Technical

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Job Code: J1042
Original Date: 10/2006
Last Revision: 08/2017
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 14

DEFINITION

Under the direction of an assigned supervisor, perform a variety of clerical duties, including typing, word processing and duplicating work in a district production setting; perform duties involving frequent and responsible contact with students, faculty, staff, and the public.

EXAMPLE OF DUTIES

1. Prepare, type, and duplicate a variety of documents, including tests, course outlines, syllabi, forms, and flyers.
2. Prepare graphic materials for various types of reproduction processes; plan basic layout and material from rough copy as assigned.
3. Operate binding and finishing equipment, such as copiers/digital printers, digital front ends, printers, computers, scanners, stitchers, staplers, padders, electric folding machines, power cutters, paper joggers, and electric waxers; package and distribute printed orders according to established procedures.
4. Operate a variety of office machines and equipment, including computer hardware and software.
5. Format, prepare, and revise complicated documents, such as college course outlines, exams, handouts, and reports, posters, and banners.
6. Provide information to district personnel and the public. Receive phone calls and provide information concerning policies and procedures of assigned office.
7. Prepare and maintain appropriate logs, files, and records; order supplies and materials as necessary; maintain inventory.
8. Provide work direction to student workers and hourly help as assigned.
9. Maintain confidentiality of a variety of sensitive information.
10. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

English usage, grammar, spelling, punctuation, and vocabulary.
Modern office practices, procedures, and equipment, including computer hardware and software.
Operations, procedures, and specific rules of the particular office to which assigned.
Oral and written communications skills.
Record-keeping techniques.
Technical aspects of field of specialty.

Skills and Abilities:

Communicate effectively both orally and in writing.
Establish and maintain effective working relationships with others.

Maintain logs of work production.
Meet schedules and time lines.
Operate a variety of office machines and equipment, including computer hardware and software and duplicating equipment.
Perform difficult clerical work with accuracy, speed, and initiative.
Prepare a variety of finished copy formats quickly and accurately from rough drafts and notes.
Prepare instructional materials for camera-ready copy.
Provide work direction to others as assigned.
Spell correctly and use good grammar and punctuation.
Understand and follow oral and written directions.
Work confidentially with discretion.
Work cooperatively with others.

Training and Experience:

Any combination of training and experience equivalent to: graduation from high school and two years of increasingly responsible clerical and typing experience.

License:

Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office.