

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Production Services Assistant, Lead

**Unit:** Office Technical

**Page:** 1 of 2  
**Job Code:** J1043  
**Original Date:** 10/2006  
**Last Revision:** 08/2017  
**Staff Type:** Classified  
**FLSA status:** Non-exempt  
**Salary Range:** 17

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### **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; lead coworkers and perform duties involving frequent and responsible contact with students, faculty, staff, and the public.

### **DISTINGUISHING CHARACTERISTICS**

The Lead Production Services Assistant class performs the same duties as the Production Services Assistant, but also serves as a permanent lead worker over two or more contract employees on an ongoing basis. Incumbents are assigned primary responsibility for planning and prioritizing projects and implementing procedures, working with a minimum of direction and supervision.

### **EXAMPLE OF DUTIES**

1. Act as lead over Production Services and Mail Center personnel. Plan and organize work; train and provide work direction to assigned personnel. Review requisitions, invoices, transfers, and related documents and make recommendations as appropriate. Provide work direction to student workers and hourly help as assigned.
2. Prepare, type, and duplicate a variety of documents, including tests, course outlines, syllabi, forms, and flyers.
3. Prepare graphic materials for various types of reproduction processes; plan basic layout and material from rough copy as assigned.
4. 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.
5. Operate a variety of office machines and equipment, including computer hardware and software.
6. Format, prepare, and revise complicated documents such as college course outlines, exams, handouts, and reports, posters, and banners.
7. Provide information to district personnel and the public. Receive phone calls and provide information concerning policies and procedures of assigned office.
8. Prepare and maintain appropriate logs, files, and records; order supplies and materials as necessary; maintain inventory.
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.
- Postal machines for U.S. mail and appropriate forms.
- 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.
- Work independently with minimal supervision.

Training and Experience:

- Any combination of training and experience equivalent to: graduation from high school and three years of increasingly responsible clerical and typing experience and experience leading or directing coworkers.

License:

- Valid California driver's license.

**WORKING CONDITIONS**

Physical Requirements:

- Category III

Environment:

- Favorable, usually involves an office.