

POCONO MOUNTAIN SCHOOL DISTRICT

Job Title: Duplication Clerk
Subtitle: None
Department: Procurement
Location: Duplication Center
Reports To: Procurement Director
Terms of Employment: Ten (10) Months per Year (Two weeks prior to the first day of school to two weeks after the last day of school)

Date: January 1, 2019

Job Summary

Provides duplication and dissemination of needed and requested district information and printed instructional materials.

Qualifications

- High School Diploma or equivalent
- Valid Pennsylvania Driver's License
- Safe driving record
- Ability to read and interpret documents
- Ability to calculate figures
- Ability to work without direct supervision
- Act 34, Act 151, Act 114, Act 82 or other required clearances

Essential Duties and Responsibilities

1. Operates all equipment related to the copying and finishing process.
2. Receives, prioritizes and processes copy requests via hard copy and the district's copy request software program.
3. Completes large copy projects for staff accurately and timely.
4. Schedules copy projects according to stated priorities.
5. Checks requested work for accuracy and layout and returns questionable work to requestor for approval.
6. Assists staff with determining copy requirements.
7. Reports equipment issues to the copy vendor.
8. Maintains copier equipment and coordinates maintenance with vendors.
9. Assists with paper and other inventory supplies.
10. Maintains copy center area.
11. Answers office telephone and responds to requests.
12. Performs other duties as assigned.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and talk and hear. The employee is occasionally required to sit. The employee must regularly lift and/or move up to twenty-five (25) pounds and occasionally lift and/or move up to fifty-five (55) pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee regularly climbs ladders and places objects above his/her head.

While the information contained in this job description is intended to provide compliance with the Americans with Disabilities Act (ADA), it is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned based upon the number of employees in the department and the operational needs of the department.

Pocono Mountain School District is an Equal Opportunity Educational Institution. It does not discriminate on the basis of race, color, national origin, creed, marital status, sex, age or disability in its activities, programs, or employment practices as required by Title VII, Title IX, ADEA, ADA, PHRA, and/or any other applicable laws. It also does not discriminate against an applicant or employee because of the individual's relationship with an individual who is a member of a protected class. If you would like more information about equal employment or you are an individual with a disability qualified for this job, and you require a reasonable accommodation, please contact the Office of Human Resources at 570.839.7121.

