



Randy L. Brown, Business Administrator
131 W. Nittany Avenue
State College, PA 16801
814-231-1021
rlb21@scasd.org

VI-C

To: Robert J. O'Donnell

From: Randy L. Brown

RE: Print Shop Order Entry Clerk – Job Description

Date: June 10, 2014

As a result of a position restricting following a resignation in the district's print shop, the administration recommends a reduction from a 1.0 FTE position to a .50 FTE order entry clerk. This restructuring will result in a salary and benefits savings to the district. The revised job description is attached for your review and will be presented at the July 14, 2014 board meeting.



State College Area School District
 131 West Nittany Avenue
 State College, PA 16801

VI-C1

JOB DESCRIPTION

Job Title: Part-time Order Entry Clerk

Effective Date: 5/1/14

Reports to: Printing and Mailing Services Manager

Department: Printing Services

Job Summary: Perform general office duties including: job order entry, filing, answering phones, respond to routine inquiries regarding department operations, capabilities and schedules.

Qualifications:

***Education:** High school graduate with ability to interpret written customer requirements and perform basic mathematical functions.

***Experience:** One year experience in an office environment.

***Skills:**

- ability to organize
- attention to accuracy and detail
- computer and data entry skills, with experience in Microsoft Office, primarily Excel
- ability to meet and deal with a wide range of people in person and on the telephone
- positive and helpful demeanor
- MAC and PC skills a plus

Essential Duties and Responsibilities:

1. Data entry for daily print job requests to job costing software
2. Perform general office duties including:
 - filing
 - answering telephones
 - respond to routine inquiries regarding departmental operations, capabilities, and schedules
3. Assist with monthly billing and paperwork

Ancillary Duties:

1. Operate postage meter for daily mail processing
2. Operate copier operation
3. Assist with bulk mailings
4. Assist in bindery area with different binding applications
5. Perform lamination
6. Other duties assigned by Printing Services Manager.

Physical Demands: Light Work – Exerting up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg control required exertion of forces greater than that of sedentary work and if the worker sits most of the time, the job is considered light work.

Essential physical requirements of the job:

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Visual acuity (color, depth perception and field of vision) | <input checked="" type="checkbox"/> Hearing | <input checked="" type="checkbox"/> Talking |
| <input checked="" type="checkbox"/> Seeing | <input checked="" type="checkbox"/> Balancing | <input checked="" type="checkbox"/> Stooping |
| <input type="checkbox"/> Climbing | <input checked="" type="checkbox"/> Crouching | <input checked="" type="checkbox"/> Reaching |
| <input checked="" type="checkbox"/> Kneeling | <input checked="" type="checkbox"/> Walking | <input checked="" type="checkbox"/> Pushing |
| <input checked="" type="checkbox"/> Standing | <input checked="" type="checkbox"/> Fingering | <input checked="" type="checkbox"/> Grasping |
| <input checked="" type="checkbox"/> Pulling | <input checked="" type="checkbox"/> Repetitive motions | |
| <input checked="" type="checkbox"/> Tactile sense | | |

Lifting:	50 lbs.	75 lbs.	100 lbs.
Floor to Waist:	x _____	_____	_____
Waist to Shoulder	x _____	_____	_____
Overhead	x _____	_____	_____
Carry 20 feet	x _____	_____	_____

Temperament:

Must possess excellent interpersonal skills
 Must be able to work in an environment with frequent interruptions
 Must be able to make judgments

Cognitive Ability:

Ability to follow written and verbal directions
 Ability to read and write
 Ability to communicate effectively
 Ability to organize tasks
 Ability to handle multiple tasks
 Ability to exercise good judgment

Specific Skills:

Must possess computer skills
 Ability to operate various office equipment

DRAFT

I have read and understand the job description for this position. I am able to perform the functions of the position (without accommodation or with reasonable accommodation).

 (Signature)

 (Date)