



# Longview Independent School District

## JOB DESCRIPTION COPY CLERK - ESC

<b>JOB TITLE:</b>	Copy Clerk - ESC	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Assistant Superintendent For Business, Finance, and Facilities	<b>TERMS:</b>	226 Days
<b>DEPARTMENT:</b>	Business Office	<b>PAY GRADE:</b>	Clerical/Par 3

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### PRIMARY PURPOSE:

Copy materials for teachers and administrators according to their written directions

### QUALIFICATIONS:

#### Education/Certification:

High School diploma or GED

#### Experience:

Experience working with high volume copy center

#### Special Knowledge and Skills:

- Self-motivated, good time management skills
- Good knowledge of business office procedures, practices, and equipment
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to establish and maintain successful working relationships with fellow employees, central and school-based staff, students, parents, colleges, businesses, and the public, tactfully and courteously, and to work well with other employees

### MAJOR RESPONSIBILITIES AND DUTIES:

1. Maintain a clean, well-organized copy center
2. Work efficiently to meet copy deadlines
3. Operate commercial copy equipment
4. Comply with district policies, as well as state and federal laws and regulations



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

5. Adhere to the district's safety policies and procedures
6. Maintain confidentiality in the conduct of district business
7. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
8. Demonstrate regular and prompt attendance
9. Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES:**

None

### **EQUIPMENT USED:**

Large commercial copy machine, folder, fax machine, personal computer and appropriate software

### **WORKING CONDITIONS:**

#### **Mental Demands:**

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

#### **Physical Demands/Environmental Factors:**

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds).



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### EVALUATION:

Paraprofessional Evaluation

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: APRIL, 2020**