

JOB DESCRIPTION
Pleasanton Unified School District

GRAPHICS ACCOUNT TECHNICIAN

Purpose Statement:

The job of Graphics Account Technician is done for the purpose/s of maintaining a variety of accounting records; ensuring efficient use of financial resources; and copying materials needed by District or outside agency personnel.

Essential Functions

- Calculates resource estimates (e.g. material costs, personnel time, etc.) for the purpose of providing printing and/or duplicating orders within specifications.
- Copies a variety of materials for the purpose of providing finished orders in a timely and organized manner.
- Cuts paper stock to job size and job to finished size for the purpose of providing materials necessary for completion of print orders.
- Inspects printed jobs for the purpose of completing jobs within requested specifications, quality standards and quantity requirements.
- Maintains a variety of files and records (e.g. billing files, copy orders, etc.) for the purpose of providing complete and accurate documentation and audit trail.
- Operates a variety of equipment (e.g. high speed and color copiers, cutter, binder, drill press, laminator, shrink-wrap, collating machine, etc.) for the purpose of completing orders efficiently.
- Prepares a wide variety of written materials (e.g. procedures, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference, conveying information, and complying with financial, legal and/or administrative requirements.
- Prepares printing jobs (e.g. binding, collating, shrink-wrapping, etc.) for the purpose of packaging jobs for distribution.
- Processes a wide variety of fiscal information for the purpose of updating information and/or authorizing final action in compliance with accounting requirements.
- Responds to inquiries for the purpose of providing requested information and/or referring to appropriate resources.
- Supports the assigned administrator for the purpose of providing assistance with their administrative functions.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; and performing accounting procedures.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures; operation of computers, photocopiers and other related print shop equipment.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; adapting to changing work priorities; meeting deadlines and schedules; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 25% sitting, 25% walking, and 50% standing. The job is performed under a generally hazard free environment and in varying atmospheric conditions.

Experience Job related experience with increasing levels of responsibility is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

Pre-employment Proficiency Test

Continuing Educ. / Training

None Specified

Certificates & Licenses

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 15