

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**APPROVED APRIL 2012**  
**RANGE: 35.5**  
**CLASSIFIED**  
**CODE: 4**

## **PRODUCTION CLERK**

### **DEFINITION**

Under general supervision, plan, organize and perform functions that include duplication, collating, binding, packaging and delivery of printed and duplicated materials in the Printing-Distribution unit, along with other related work that is required.

### **EXAMPLES OF DUTIES**

In concert with Production Manager, plan, organize and coordinate the functions pertaining to the collating, binding, wrapping and packaging of printed and duplicated materials originated or processed by the Printing-Distribution unit;

determine appropriate binding procedures to be used with printed material;

as assigned, work with supervisor and users to determine what type of binding will be utilized;

perform skilled technical binding production related tasks that include operation of heavy duty mechanical paper cutting machine, multi-bin collator, folder, paper drill, shrink wrap equipment, programmable copy machine, glue binding;

perforating/scoring/numbering, velo-bind, spiral bind, wire bin, laminating, die cutting and other machines related to binding tasks;

review bindery unit inventory of supplies and materials to make certain materials are on hand to complete jobs as scheduled;

estimate material and labor costs for each project and prepare final costs for work performed within the unit.

### **QUALIFICATIONS**

#### Knowledge of:

Modern collating and bindery materials, supplies and equipment, including peripheral bindery equipment;

methods, procedures and techniques pertaining to printing, duplication, collating and bindery production and distribution processes;

safe working methods and procedures;

basic English, spelling, grammar, punctuation and mathematical and communications skills.

#### Ability to:

Effectively and efficiently plan, organize and coordinate the operation of bindery unit equipment;

perform skilled and technical bindery production functions;

perform quality work and make certain jobs are completed and shipped for delivery on schedule;

balance multiple bindery tasks;

establish cooperative working relationships with co-workers, in-house and outside clients;

position requires heavy lifting with ability to lift 50 pounds, reach up and down, work on and around machinery, use both hands, mobility to quickly move from one work station to another, stock upper and lower shelves, possess good hearing and distinguish colors.

Experience:

Must have previous production-bindery experience.

Prior work experience and demonstrated aptitude for bindery work will be considered.

Education:

Equivalent to the completion of twelfth grade, including on-the-job or course work in working office and bindery procedures or related subject or experience areas.

Conditions of Employment:

A preplacement medical assessment/health screening, at office expense, is a condition of appointment after all other required job conditions have been met.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TS: gs

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