



Job Description

JOB TITLE: GENERAL SERVICES TECHNICIAN

PAY GRADE: CS 17

LAST REVISED: 06/01/07

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

SUMMARY DESCRIPTION

Under general supervision of higher level supervisory or management staff, provides data entry and clerical support functions for the Business Services Department; serves as backup to the District Courier, Warehouse Technician and Mail Services Technician; and performs a variety of duties relative to assigned area of responsibility; and performs a variety of tasks relative to assigned area of responsibility.

REPRESENTATIVE DUTIES - *The following duties are typical for this job classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Performs a variety of clerical support functions for the Business Services Department; operates a computer and peripheral equipment for financial data entry, word processing and spreadsheet preparation; accesses District host computer utilities and networks to input and retrieve information.
2. Composes general office correspondence and performs other clerical services of a routine nature including filing, data entry, processing of department mail and completing forms.
3. Maintains current knowledge of District programs, services, policies and procedures for Business Services.
4. Assists and serves as primary backup for the District's courier services; picks up and delivers parcels, office supplies, campus mail, print orders and other materials; picks up and delivers equipment to and from District sites and remote storage locations; picks up and delivers bank deposits and other monies to local financial institutions.
5. Provides miscellaneous delivery and pick-up services such as for urgent supply requests, keys, and documents to and from the County Office of Education or other agency.
6. Assists and serves as primary backup for the District's centralized mailroom operations; receives, sorts and distributes incoming U.S. mail and inter-campus mail; calculates postal rates and prepares postal documentation; assists in preparing bulk mailings; maintains mailroom records.
7. Assists and serves as backup for warehouse operations; receives freight, inspects and verifies orders, investigates discrepancies; receives and stocks general supplies in the warehouse; provides assistance for the fixed asset program and surplus property.
8. May train and provide work direction to assigned student workers and temporary help as assigned.
9. Performs related duties as required.



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QUALIFICATIONS - *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of:

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Methods and techniques of data entry.

Basic mathematical concepts.

General and specialized safety precautions for lifting and transporting materials.

Basic warehouse and mail distribution methods.

Work organization principles and practices.

Occupational hazards and standard safety practices.

English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

Provide data entry and clerical support functions for the Business Services Department.

Compose general office correspondence.

Drive safely and courteously to protect assets of the District and meet delivery schedules.

Evaluate and prioritize workload and schedule routes to optimize deliveries.

Work independently and collaboratively with internal and external customers.

Learn advanced mail handling and warehousing techniques.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines: *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

One year of experience in a courier, mail or warehouse distribution capacity.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, an appropriate, valid forklift certification.

Possession of, or ability to obtain, an appropriate, valid Hazardous Materials Awareness training card.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT - *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and



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to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Johnson & Associates
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