

BUSINESS OFFICE PERSONNEL CENTRAL PRINTING POSITION

QUALIFICATIONS

1. Exhibits expertise regarding computers/office equipment.
2. Exhibits a pleasing personality.
3. Detail oriented and able to work with deadlines.
4. Must be able to lift at least fifty pounds.

SUPERVISORY RESPONSIBILITIES

1. Position is supervised by the business manager.

RESPONSIBILITIES

1. Maintain confidentiality of information regarding the school.
2. Handle telephone and written correspondence.
3. Operate and maintain office machines and computers.
4. Is familiar with rules, regulations, and policies of the school.
5. Establish good rapport with administrators, staff, and the public.
6. Maintains a filing system and keeps office files current.
7. Perform printing duties.
8. Maintain inventory for the central printing department.
9. Perform record-keeping of printing jobs processed.
10. Route finished printing to proper location.
11. Other duties as assigned.