

San Diego County Office of Education  
Personnel Commission

**GRAPHICS CLERK**

Definition: Under general supervision, performs a variety of specialized clerical functions related to the processing and/or preparation of graphic materials for distribution, mailing and sale.

Typical Tasks: Under general supervision, performs a variety of specialized clerical functions related to the processing and/or preparation of graphic materials for distribution, mailing and sale. Reviews authorization and budget charge information on requisitions; processes and interprets information with originator as needed; assist with monthly billing processing; processes publication requests for best possible method for shipping based on order requirements; answers and screens telephone calls, and records messages; operates a computer keyboard to enter data and information required to maintain lists, reports, publications, and other records; receives purchase orders for SDCOE publications and other materials; serves as back-up to the Graphic Control Clerk; maintains accurate records of orders, invoices, and payments; assists in the preparation of reports related to publication sales; performs related duties as assigned.

Minimum Qualifications: Knowledge of: office procedures and practices; mailing requirements and procedures in a centralized distribution service; basic computer keyboard functions. Ability to: file alphabetically and numerically; type at a net corrected speed of 40 words per minute; follow oral and written instructions; make simple arithmetic calculations; proofread and edit printed material for accuracy and correctness.

Working Conditions and Physical Abilities: Office setting.  
Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects.

Experience and Education: A minimum of six months experience as a Clerk Typist I or equivalent position. Previous experience working in a centralized mailing or distribution service is highly desirable.

Established: 5/72  
Revised: 9/89, 5/94, 6/04

Approved by the Personnel Commission: May 6, 1994