

**San Diego County Office of Education
Personnel Commission**

GRAPHIC CONTROL CLERK

DEFINITION: Under general supervision, performs a variety of clerical and technical tasks in the processing of requests for graphic communications services and the maintenance of related files and records.

TYPICAL TASKS: Under general supervision, performs a variety of clerical and technical tasks in the processing of requests for graphic communications services and the maintenance of related files and records. Orients users to graphic communications capabilities; processes requests for graphic communications services interpreting information given by the originator of the request; verifies authorization and budget charge information contained in requests; confirms and clarifies information with the originators as needed; processes written permission to reprint any copyrighted material; assists in maintaining financial records including charge back system; processes purchase orders for outside requests for graphic communications services; assists walk-in customers with various publications for sale; contacts shipping vendors on schedules and price quotations; provides information, collects money and types invoices; in the absence of other staff, is responsible for maintaining attendance reports for the section including substitute and overtime reports; assists in the development and implementation of new systems, forms and procedures for the unit; assists in the maintenance of the List Management System; receives phone calls regarding requests for publications or services offered by Graphic Communications performs other related duties.

MINIMUM QUALIFICATIONS: Knowledge of: modern office procedures, organization and equipment; basic financial record keeping and procedures; the use of common office computer systems and software; knowledge of graphic communication methods and practices/procedures used in a centralized printing center is highly desirable. Ability to: operate a computer keyboard and quickly learn the use of business support software; accurately maintain complex files and records requiring the use of an on-line computerized data system; perform arithmetic computations (including operation of ten key calculator) and maintain basic budgetary and financial records; file alphabetically, numerically or by code; prepare correspondence, forms and reports; proofread and edit written materials; type at a net corrected speed of rate of 50 wpm; skill in oral communication and the ability to clearly explain procedures and requirements; make decisions on procedural matters within the scope of established policy; exercise tact and judgment in dealing with users and clients and to establish and maintain effective relationships with those contacted in the course of work.

EXPERIENCE
and EDUCATION:

A combination of experience and education which most likely demonstrate possession of the knowledge, skills and abilities stated above. An example of such experience/education combination would be: completion of specialized training in office systems, office operations and business administration, or related fields, and at least two years of paid, progressively responsible office clerical work experience which demonstrates the use of independent judgment and the other qualifications listed above is required.

Revised: 5/90

Approved by Personnel Commission: