



Job Code: 0022
FLSA: NE
Unit: PCEA
Revised:

CENTRAL SERVICES ASSISTANT

DEFINITION

Under supervision, to assist in reproducing a variety of materials through use of photocopying equipment. Performs tasks associated with central mailing function to include picking up, sorting and distributing mail. Operates various types of mailing equipment. Performs related work as required.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from the Central Services Supervisor. Exercises no supervisory responsibilities over employees. May direct the activities of part-time employees.

TYPICAL DUTIES

1. Reproduces a variety of materials through use of photocopying equipment.
2. Assembles a variety of documents using both mechanical and manual collating and binding equipment.
3. Performs a variety of mailroom duties through use of inserting and mailing equipment.
4. Gathers, sorts, and distributes interdepartmental and outgoing/incoming mail daily.
5. Prints, cuts and pads assorted printed forms.
6. Assists with ordering, maintaining inventories, and distribution of office supplies.
7. Runs errands for departments as needed.
8. Performs minor mechanical repair of equipment and monitors service and repair.

CITY OF PLEASANTON
Central Services Assistant - Page 2

MINIMUM QUALIFICATIONS

Knowledge, skills and abilities to:

1. Operate modern photocopying equipment to include using special features and correcting minor mechanical problems.
2. Operate a variety of equipment including mail, Fax, binding and lettering machines.
3. Maintain a variety of modern office supplies, read and understand supply catalogs and order supplies using various forms.
4. Keep neat and accurate records.
5. Lift and carry objects weighing up to 40 pounds repeatedly and 60 pounds occasionally.
6. Deliver materials throughout the local geographic area.
7. Work with a minimum of direction often with frequent interruptions and under tight deadlines.
8. Enter and extract data in a computer terminal.

Education:

High school graduation or GED equivalent required.

Experience:

Experience performing duties of this position is normally required.

License:

Valid California driver's license and clear driving record.

(jd0022)