VENTURA COUNTY OFFICE OF EDUCATION

CLASS TITLE: GRAPHICS ASSISTANT

BASIC FUNCTION:
Under general supervision, to perform a wide variety of clerical duties in the graphics department; operate bindery and quick copy equipment; and do related work as required.

REPRESENTATIVE DUTIES:
Plan, schedule, and perform a variety of clerical work related to the graphics department; \( E \)
Perform bindery and quick copy operations, as assigned; \( E \)

Receive printing requests, process through graphics accounting software and deliver to appropriate production area; \( E \)

Estimate cost of production and determine graphic methods to use in meeting those estimates; Assemble data and set up and maintain filing systems on a variety of subject matter; \( E \)

Compile information from various sources and assemble in an appropriate format; \( E \)

Prepare and type a variety of material with minimum direction; \( E \)

Check and review a variety of forms and material for completeness, accuracy, and conformance with established regulations and procedures; \( E \)

Prepare data for billing of graphics department; \( E \)

Receive and record cash and checks from individuals and forward to appropriate accounting area; \( E \)

Verify receipt of materials and supplies and process related paperwork; \( E \)

Answer inquiries and furnish information requiring knowledge of graphics department functions and activities; \( E \)

Operate routine and specialized equipment including a microcomputer, using a variety of software applications; and \( E \)

Perform other related duties as required. \( E \)

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
Office methods, practices, and procedures;
Correct English usage, spelling, grammar, and punctuation; and
Basic layout techniques.

June 2000
REVISED June 2016
ABILITY TO:
Plan and organize work;
Compile and maintain accurate and complete records and files;
Prepare reports, gathering source data, if necessary;
Learn, interpret, apply, and communicate laws, rules, regulations, and policies;
Deal effectively with a wide variety of personalities and situations requiring diplomacy, tact, and poise;
Perform clerical work involving independent judgment and requiring speed and accuracy;
Spell and punctuate correctly and use proper English;
Proofread typed materials;
Maintain file systems;
Meet deadlines;
Learn basic layout and design techniques;
Make arithmetical calculations rapidly and accurately;
Operate common office machines;
Learn to operate specialized office equipment and print shop equipment;
Type at a speed of 40 wpm from clear copy;
Understand and carry out oral and written directions; and
Work cooperatively with those contacted in the course of work.

WILLINGNESS TO:
Work overtime with additional pay, when necessary;
Travel locally, if required;
Use own transportation, if required and according to policy;
Perform routine and repetitive work to completion;
Attend meetings, classes, conferences, and in-service training as needed;
Assign and review work of temporary staff, if required;
Comply with safety and grooming standards, as prescribed; and
Work at any employer work location.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school and two years of increasingly responsible recent clerical experience. One year of college level course work in business or secretarial science may be substituted for one year of the experience requirement.

LICENSE:
The following may be required:
Possession of a valid Class III California driver's license. An incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed in this classification by the Ventura County Office of Education.

WORKING CONDITIONS:
ENVIRONMENT: Print shop environment; subject to regular noise from Print Shop equipment operation; regular exposure to inks, solvents, fumes and chemicals.

June 2000
REVISED June 2016
PHYSICAL ABILITIES:
Require vision (which may be corrected) to read small print;
Dexterity of hands and fingers to operate office equipment;
Bindery and high speech copier equipment;
Hearing to determine proper machine operation;
Speaking to communicate with clients;
Reaching overhead, above the shoulders and horizontally;
Sitting and standing for extended periods of time;
Walking to deliver completed work orders;
Bending at the waist;
Carrying and lifting boxes and paper weighing up to 50 pounds;
Pushing carts and dollies; and
Kneeling or crouching to adjust equipment.

May be required to work evenings or weekends.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.

HAZARDS:
Chemicals, cleaning solvents, and related fumes;
Working around and with machinery having moving parts;
May be required to work around loud noise; and
May be required to work around foul odors.