



Printing & Mailing Support I

Details

Job ID : 320

Title : Printing & Mailing Support I

Job Code : 406

Salary : \$1,667.00 (Monthly)

Grade : 4

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE FOR OVERSEEING SHIPPING, RECEIPT OF INCOMING DELIVERIES AND CONFERENCE ROOM SET-UP, AND ASSISTING PRINTING AND MAILING SERVICES STAFF WITH VARIOUS DUTIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : None

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- MUST BE ABLE TO LIFT 50 POUNDS AND STAND FOR LONG PERIODS
- VALID DRIVER'S LICENSE

Job Preferred Knowledge

- KENTUCKY COURT SYSTEM

Job Duties

- FULFILL REQUESTS FOR FORMS, PRINT ORDERS AND SUPPLIES
- OVERSEE ALL SHIPPING FUNCTIONS
- HANDLE RECEIPT OF ALL DELIVERIES
- OVERSEE MAIN CONFERENCE ROOM SET-UP
- ASSIST WITH PRINTING OPERATIONS AND BINDERY FUNCTIONS
- PROVIDE BACK-UP FOR MAIL HANDLING DUTIES
- ASSIST WITH SHIPPING AND RECEIVING
- PURCHASE AND DELIVER LOCAL SUPPLIES PER AOC DEPARTMENTAL REQUESTS
- PROVIDE DELIVERY SERVICE THROUGHOUT AOC MILLCREEK COMPLEX
- ASSIST WITH CONFERENCE ROOM SET-UP
- OTHER DUTIES AS ASSIGNED