

**Jefferson County  
Position Description**

**Name:**

**Position Title:** Central Duplicating Clerk

**Date:** January 2025

**Department:** Central Duplicating

**Pay Grade:** 1                      **FLSA:** Non-exempt

**Reports To:** Human Resources Director

**Purpose of Position**

The purpose of this position is to deliver efficient and accurate document production and clerical services by operating advanced printing equipment, managing projects, and supporting the needs of Jefferson County departments and municipalities.

**Essential Duties and Responsibilities.** *The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Operates high-speed multifunction copiers and monitors performance for quality, notifying the vendor of any issues requiring maintenance or repair.
- Maintains a limited office supply inventory and orders paper and materials for special projects requested by County departments.
- Collaborates with municipalities to determine project needs, provide quotes, and ensure timely completion.
- Operates photocopiers, binding machines, and paper-cutting equipment, performing routine maintenance tasks.
- Reviews and proofs documents for accuracy in spelling, grammar, and formatting.
- Assembles newsletters, books, and other printed materials following production orders.
- Designs and creates professional materials, including stationery, business cards, posters, and other documents, adhering to branding guidelines.
- Creates, updates, and manages information within databases, utilizing software for database management and word processing.
- Prepares and processes invoices for departmental projects and submits billing information to the Finance Department.
- Performs general clerical tasks, including word processing, data entry, internet research, and email correspondence.
- Complies with County HIPAA policies and procedures to ensure confidentiality and data security.
- Promotes and adheres to workplace safety protocols and maintains a clean and organized work environment.
- Demonstrates reliable and dependable attendance.
- Performs other duties as assigned or as needs develop.

**Additional Tasks and Responsibilities.** *While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.*

- Provides backup support for other administrative functions within other county departments as time and workload in Central Duplicating allows.
- Participates in cross-training to support flexibility within the department.

## **Minimum Training and Experience Required to Perform Essential Job Functions**

- High school diploma or equivalent. A combination of education and experience that provides equivalent knowledge, skills, and abilities may be considered.
- Six months' experience in office setting, customer service, and/or printing/duplicating operations.
- Proficiency in Microsoft Office applications, including Word, Excel, Publisher, and Outlook.
- Strong multitasking and organizational skills.

## **Preferred Training and Experience Required to Perform Essential Job Function**

- Experience in large-scale printing, duplicating, or related operations, including tasks such as collating, binding, and paper cutting.

## **Other Requirements – Certificates/Licensures**

- None.

## **Knowledge, Skills, Abilities**

- Knowledge of high-speed multifunction copier operations, including maintenance and troubleshooting.
- Knowledge of design principles for creating professional materials such as stationery, business cards, and posters.
- Knowledge of County government organization, operations, and interdepartmental workflows.
- Knowledge of administrative practices, business English, spelling, grammar, and formatting.
- Knowledge of principles and processes for providing exceptional customer service.
- Knowledge of accounting principles, including invoicing and billing processes.
- Skill in operating various office equipment, such as binding machines, collators, and paper cutters.
- Skill in using computer applications, including Microsoft Word, Excel, Publisher, and Outlook, as well as database management systems.
- Skill in reviewing and proofreading documents for accuracy in grammar, spelling, and formatting.
- Skill in prioritizing and organizing tasks to meet deadlines efficiently and effectively.
- Skill in multitasking and managing multiple projects or priorities simultaneously while maintaining accuracy and efficiency.
- Ability to maintain confidentiality and adhere to HIPAA policies and procedures.
- Ability to perform repetitive or routine tasks while maintaining attention to detail and accuracy.
- Ability to communicate effectively, both orally and in writing, with County staff, municipalities, and vendors.
- Ability to recognize and identify the individual characteristics of colors, forms, and materials relevant to production tasks.
- Ability to lift, carry, push, or pull light to moderate loads, such as paper or equipment parts, as required.
- Ability to reliably perform assigned duties with minimal supervision and dependable attendance.

## **Supervision**

- None.

**Physical Demands.** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.*

- Regularly required to sit for extended periods, use hands to handle or feel objects, tools, or controls, and reach with hands and arms.
- Frequently required to lift, move, push, or pull objects weighing up to 10 pounds, such as boxes of paper or equipment parts.
- Occasionally required to lift, move, push, or pull objects weighing up to 25 pounds.
- Regularly required to talk and hear to communicate effectively with others.
- Occasionally required to stand, walk, climb, balance, stoop, kneel, crouch, or crawl.
- Close vision for reviewing detailed documents and production tasks.
- Color vision for identifying materials and ensuring quality production.
- Depth perception and the ability to adjust focus when operating machinery or working on detailed projects.

**Work Environment.** *The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.*

- The work is performed in a typical office setting with exposure to moderate noise levels from office equipment and other employees.
- Occasionally exposed to minor hazards associated with operating and maintaining office equipment, such as paper cutters and binding machines.
- Requires frequent interaction with other County departments, municipalities, and vendors, ensuring effective communication and collaboration.
- The position requires maintaining a clean and organized workspace to ensure the safety and efficiency of operations.

*Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

*I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.*

Employee

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Date

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Supervisor

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Date

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