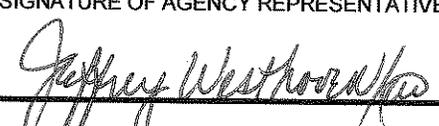


POSITION DESCRIPTION		AGENCY/DEPT ID DAS105770
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Printing & Mail Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006538	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Computer Operator 3		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006536 Computer Operations Supervisor 1	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 09 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 12:00 AM TO: 8:30 AM			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	15	Distributes completed output (e.g., reports): lifts up to 50 lbs. of paper/forms repeatedly to user output boxes/flatbed carts/output stacker carts & to move paper/forms from storage shelf/areas to printer; retrieves consumables (e.g., toner, developer mix, ribbons, filters & other supplies); logs inventory used for production.	Knowledge of 1, 2*, (12) safe lifting procedures, office ergonomics; (13) computer forms, computer printer supplies; (14) inventory control. Skill in (15) operation of handcarts & pallet jacks. Ability to 5, 6, 7, 8, 9, 10, 11, (16) retrieve standard stock & supply items; (17) record incoming/outgoing supplies/stock & shortages; (18) respond to customer inquiries.	
	10	Performs other related duties as assigned: assists in collection & completion of logs, completes maintenance logs; records distribution of reports as assigned; attends training classes & seminars.	Knowledge of 1, 2*, 13 Ability to 5, 6, 7, 8, 9, 10, 11	
			*developed after employment	
JOB CODE 12372	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 10/28/09	

April 11-3-09 al