

JOB TITLE
DIRECT MAIL/
COPY TECHNICIAN

DIVISION
ADMINISTRATION

REPORTS TO
DESIGNATED SUPERVISOR

SALARY SCHEDULE & GRADE
IA, GRADE 7

LENGTH OF WORK YEAR
260 DAYS

DATE
SEPTEMBER 14, 2009

SCOPE OF RESPONSIBILITIES

Assumes responsibility for coordinating mail fulfillment for district projects produced within the Material Production unit. Operates all mailing equipment and assists in the operation of digital presses, high-volume digital copiers, and bindery equipment.

PERFORMANCE RESPONSIBILITIES

1. Operates and maintains direct mailing/addressing equipment in the print shop.
2. Coordinates, through the use of electronic mailing software, equipment, and digitally submitted data lists, the direct mail functions to ensure the most timely and cost-effective method of mailing to meet district needs.
3. Maintains and demonstrates current knowledge of U.S. Postal Service regulations; answers questions regarding shipping and mailing policies; and communicates with JCPS in-house mailroom personnel to ensure Material Production complies with all requirements.
4. Executes direct mail projects.
5. Functions as a member of the Material Production team to plan and organize the most effective production methods to ensure clients' needs are achieved.
6. Operates high-volume digital copiers and digital presses and performs bindery and finishing work.
7. Receives, prepares, and manipulates database files and text files for optimal use with variable data printing software and maintains a current working knowledge of various software applications.
8. Assists graphics staff with direct-mail requirements to accurately print variable-data projects.
9. Coordinates work with district personnel, Materials Production team, and external mailing sources.
10. Performs other duties as assigned by the designated supervisor.

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires bending, squatting, climbing and reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving being around moving machinery, noise, and exposure to dust, fumes and gases. The work requires the use of feet for repetitive movements.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Experience and knowledge in mailing fulfillment and variable-data printing
3. Detail-oriented with above average computer skills
4. Ability to function in a flexible work environment
5. Excellent customer service skills

DESIRABLE QUALIFICATIONS

1. Broad general knowledge of JCPS departments and procedures
2. Ability to perform with limited supervision

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