

**NORTH KITSAP SCHOOL DISTRICT
JOB DESCRIPTION**

SUPPORT SPECIALIST

PRIMARY PURPOSE:

Produce copies at the copy center, process daily mail; maintain copier and mail machines.

ESSENTIAL JOB DUTIES:

1. Understand, prioritize and complete various job requests.
2. Operate and maintain copiers, folding machine and other Copy Center equipment.
3. Box completed daily requests for delivery.
4. Provide monthly computerized billing for Accounts Payable Accountant.
5. Responsible for verifying and signing for UPS and other deliveries.
6. Maintain operating supplies for Copy Center and Mailroom by completing requisitions and forwarding to Purchasing Agent.
7. Meter all district mail daily and maintain mail equipment.
8. Maintains a high degree of confidentiality with regard to all district-related matters and records; provides a friendly, open, safe and service oriented atmosphere.

OTHER JOB DUTIES:

1. Performs related duties consistent with the scope of the position as described.

WORKING RELATIONSHIPS:

Works under the direct supervision of the Director of Communications and Community Relations.

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Knowledge of basic machine use.
3. Ability to work independently.
4. Ability to work well under pressure, prioritize and meet deadlines.
5. Ability to communicate and interact with others effectively.

Education and Experience

High school diploma/GED or equivalent educational experience and two years clerical or general office experience; additional related training desirable; or any combination of experience and

EVALUATION:

Work performance will be evaluated in accordance with board policy and the collective bargaining agreement.

Union Affiliation/Classification

PSE/Para

FLSA Status

Non-exempt

Wage Range

PSE

Job History

Created: 08/07

This job description is not an employment agreement or contract. District administration has the exclusive right to alter this job description at any time giving consideration to bargaining comment. The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

