

**Job Description: SECRETARY/SIGN & PRINT SHOP ASSISTANT
(GRAPHIC ARTS)**

CLASS NO. 1603

EEOC CATEGORY: Office and Clerical

PAY GROUP: 11

FLSA: Nonexempt

SUMMARY OF POSITION

Provides general secretarial support for the Graphic Arts/Sign & Print Shop Department, including ordering supplies, and setting up P.O.'s. Reproduce bulk quantities of county documents, forms, signs, etc.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Graphic Arts Supervisor
2. Directs: This is a non-supervisory position.
3. Other: Has daily contact with co-workers and employees of other county offices.

EXAMPLES OF WORK

Essential Duties*

Performs duties associated with Sign and Print Shop such as: printing and sign machine to produce bulk copies of documents, letters, notices, signs, forms, etc.;

Use paper cutter to cut various forms, sign, tickets, etc.;

Sequentially number tickets, purchase order forms, requisition forms, election ballots, and other documents.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: current secretarial, clerical, and graphic programs & printers.

Skill/Ability to: understand and follow instructions; safely operate printing; and establish and maintain effective working relationships with co-workers and other county employees;

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduation, or its equivalent;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

Updated and Approved CC 8/28/2012

CLASS NO. 1603 (Continued)

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Texas driver's license applicable to job responsibilities or available alternate means of transportation.