

**DUTY STATEMENT**

GS 907T (REV. 03/05)

**SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY****INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

**011862-OSP**

EFFECTIVE DATE:

<b>DGS OFFICE OR CLIENT AGENCY</b> Office of State Publishing	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b>
<b>UNIT NAME AND CITY LOCATED</b> Bindery Unit - Nights- Sacramento	<b>CLASS TITLE</b> Seasonal Clerks - Actual Time Worked (ATW)
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 10:25 p.m. to 6:30 a.m.	<b>SPECIFIC LOCATION ASSIGNED TO</b> 344 North 7 <sup>th</sup> Street, Sacramento, CA 95811
	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 307-400-1120-906

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

**BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS –**

Under the close supervision of the Associate Print Plant Superintendent and guidance of the Bookbinder III, and IV, the incumbent provides support services for the OSP Bindery efforts by tailing off finished material generated by the plant. The incumbent will assist with the operations of the Bindery unit, by providing basic assistance, support at the tail end of finishing equipment, and other duties as required.

**% of time performing duties** Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*

The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

The duties will be accomplished in accordance with the guidelines of the Department of General Services (DGS), Office of State Publishing (OSP) operations manual, directives of the Government Code of Regulations and the State Administrative Manual.

The work performed is physical in nature, the incumbent will stand for long periods of time and will use their back and hands to offload finished material, pack and lift boxes, and load raw material onto conveyers. The incumbent must have the ability to pay close attention to detail and have the aptitude to identify and communicate problems as they emerge immediately.

**SPECIAL REQUIREMENT****Medical Evaluation**

This position requires Medical Evaluation clearance.

**Background Evaluation**

This position requires Background Investigation clearance.

**ESSENTIAL FUNCTIONS**

In order to assist with the least complex Bindery functions, the Seasonal Clerk will assist Lead operators on various equipment, i.e., stitchers, folders, cutters, and shrink wrap. Incumbent will assist with stacking finished material on pallets, packing finished materials in cartons, staging materials, gathering supplies, and assisting lead operators with other simple tasks.

**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

**EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It 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 absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

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45%	<p><b>ESSENTIAL FUNCTIONS (continued)</b></p> <p>The incumbent will perform as an assistant to the Bookbinder Series in the Bindery and other areas as needed in the Printing Plant, during high peak production periods. The Seasonal Clerk will work approximately 4-6 months in terms of varying length each year, and will work as needed. The incumbent will assist with:</p> <ul style="list-style-type: none"> <li>• Offloading materials onto pallets from tables, bins, conveyors.</li> <li>• Packing finished material into cartons.</li> <li>• Sorting product.</li> <li>• Inspect products for quality and irregularities to ensure product meets specifications.</li> <li>• Load tables, bins, and conveyers, and open bundled signatures.</li> <li>• Load boxes and stack printed products onto appropriate pallets to ensure correct job is provided to the appropriate customer.</li> <li>• Stage work area with necessary materials under direction of lead operator.</li> <li>• Gather supplies and job related materials.</li> <li>• Load Hopper or feeding mechanisms with printed product.</li> </ul>
45%	<p>In order to provide operational support to the Bindery Unit and to assist with meeting the rigid deadline dates, the incumbent will provide prep work, by:</p> <ul style="list-style-type: none"> <li>• Utilizing manual equipment to move material throughout the production areas.</li> <li>• Package, box and label boxes.</li> <li>• Operate label maker to create labels to identify bindery products ready for shipping to appropriate customers.</li> <li>• Maintain a clean and orderly work area.</li> <li>• Create load tags to identify products for shipping.</li> </ul>
10%	<p>Performs other duties as required.</p> <p><b>Minimum Qualifications</b></p> <p>The ability to read and write English and to do simple arithmetic computations.</p> <p><b>Special Personal Characteristics</b></p> <p>Aptitude and willingness to perform simple clerical work; follow a prescribed routine; personal neatness and the ability to follow directions.</p> <p><b>SPECIAL PERSONAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Aptitude for and interest in machine operation.</li> <li>• Neatness; orderliness; alertness; manual dexterity.</li> <li>• Willingness to follow a prescribed routine, stand for long periods of time, and work in noisy surroundings.</li> </ul> <p><b>DESIRABLE QUALIFICATIONS</b></p> <p><b>Special Personal Characteristics</b></p> <ul style="list-style-type: none"> <li>• Aptitude and willingness to perform simple task</li> <li>• Ability to follow a prescribed routine.</li> </ul> <p><b>Interpersonal Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to proficiently work as a team member with co-workers and management.</li> <li>• Understand and follow DGS, OSP office rules, policies, procedures and regulations.</li> <li>• Knowledge of: Printing plant equipment, machinery, operations and terminology.</li> </ul> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</b></p> <p><b>Work Expectations:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated reliability in attendance.</li> <li>• Be at your respective workstation ready for work at the starting time of your shift.</li> <li>• Return on time to your respective workstation ready to work after breaks and lunch.</li> <li>• Can require working any of the three shifts (day, evening or night) when requested by the OSP supervisor.</li> <li>• Flexibility to adapt to changing work priorities.</li> </ul>

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	<p><b>Physical:</b></p> <ul style="list-style-type: none"> <li>• Requires working in a large, dusty industrial facility.</li> <li>• Hearing protection is provided.</li> <li>• Requires standing and walking while performing the duties of the position; climb, pull, bend and stoop.</li> <li>• Medium strength required to exert up to 50 pounds of force frequently to move objects.</li> </ul> <p><b>Mental:</b></p> <ul style="list-style-type: none"> <li>• Requires the ability to handle stress and deadlines.</li> <li>• Ability to multi task</li> </ul> <p><b>Safety:</b>  Follow all safety rules and procedures:  Promote safe work practices.  Promote a safe working environment for all employees.</p> <ul style="list-style-type: none"> <li>• Incumbent will follow HAZMAT/Volatile Organic Compounds guidelines in order to comply with Graphic Arts Rule 450 documentation.</li> <li>• Do not attempt to operate equipment, use a tool or materials until you have been trained and authorized. Do not perform a new task until the associated safety hazards and methods to protect yourself have been explained to you.</li> <li>• Never attempt to operate or use malfunctioning tools or equipment and never attempt to use a tool that is not designed to perform the task you need to do.</li> <li>• Never alter or modify original tools or equipment.</li> <li>• Make sure you know how to properly use and take care of any required protective equipment. Make sure you use your equipment when it is required.</li> <li>• Keep your work area organized and as clean as possible maintaining good housekeeping procedures at all times.</li> <li>• If you see a safety hazard, inform your co-workers and notify your supervisor immediately. Report "close calls" or "near misses" to your supervisor; close calls and near misses are accidents that almost injure someone including you.</li> </ul>