

SENIOR OFFICE TECHNICIAN

DEFINITION

Under general supervision, provides lead direction and work review to assigned staff and/or performs the more complex and specialized office support work including mail processing and large-scale reprographics; performs related work as assigned.

CLASS CHARACTERISTICS

This is the lead and/or specialist level in the Office Technician series. Incumbents may serve in a lead capacity and direct the work of assigned staff, and/or may serve as specialists who work independently and deal with complex mail-processing and reprographics projects.

EXAMPLES OF DUTIES (*illustrative only*)

- Provides lead direction, training, and work review; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Provides input into selection, evaluation, discipline, and other personnel matters.
- Operates postage meter machine; processes mail; sorts and distributes incoming and outgoing mail; delivers large packages.
- Operates large-volume copiers to produce a variety of documents and reports.
- Plans, schedules, and coordinates collating materials, stuffing envelopes, and preparing binders for large projects.
- Sets up conference rooms for meetings; moves furniture and equipment.
- Operates a variety of standard and specialized office support equipment, such as electric paper cutters, spiral binding machine, and electronic copiers.
- Coordinates the cleaning and routine and preventive maintenance of equipment; arranges for service or repairs as needed.
- Transports heavy office supplies and equipment weighing up to 60 pounds.

WORKING CONDITIONS

- Wear specified safety equipment.
- Work with equipment that requires MSDS (Material Safety Data Sheet) postings.
- Must be available to work overtime and on weekends and holidays.

QUALIFICATIONS

Knowledge of:

- Basic supervisory principles and practices.
- Safe operation of a variety of mail and copy equipment, such as high-production copier, postage meter, electric paper cutter, binding machine, and mail/envelope insertion equipment.
- Office practices and procedures.
- Business arithmetic.

Ability to:

- Plan, direct, and review the work of others on a project or day-to-day basis.
- Use initiative and independent judgment within established procedural guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Understand and follow oral and written directions.
- Safely operate a variety of office support equipment, such as an electric paper cutter, binding machine, and mail/envelope insertion equipment.
- Transport materials weighing up to 60 pounds.
- Ensure compliance with health and safety codes.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to graduation from high school and two years of experience in mail processing and production copying that included one year of lead responsibility.

OR

One year as an Office Technician II with the judicial branch.