

CITY OF HAMILTON

CITY MANAGER'S DEPARTMENT
(COMMUNICATIONS DIVISION - PRINT & MAIL – LOCATION – 71 MAIN STREET WEST, BASEMENT)

PRINT/MAIL CLERK - CUPE 5167

SUMMARY OF DUTIES

Reports to the Co-ordinator of Print and Mail. Performs photocopying services for City Departments.

GENERAL DUTIES

Photocopies material such as Council and Committee agendas, forms and reports.

Requisitions and maintains an inventory of paper and printing supplies such as toners.

Performs preventative maintenance on photocopy machines.

Processes photocopying chargebacks.

Receives and answers routine inquiries from staff, other departments, suppliers and servicemen.

Sorts, picks up and delivers mail to City departments.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

Works in accordance with the provision of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

QUALIFICATIONS

1. Ontario Secondary School Diploma. Acquire a level of competence in specialized knowledge and skills. Have a minimum of 30 credits from Ontario Secondary School (Grade 12).
2. Ability to operate printing machines and other printing related equipment.
3. Must have a pleasant, courteous manner and relate well to others.
4. Must possess sufficient strength to be able to lift paper deliveries.