

PLEASE POST

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**PRINTER/PURCHASING GENERAL HELPER
PART TIME/TEMPORARY
AMARILLO INDEPENDENT SCHOOL DISTRICT - ESC**

JULY 2010

AMARILLO INDEPENDENT SCHOOL DISTRICT
AMARILLO, TEXAS

This notice is submitted in accordance with the Promotion Policies of the Amarillo Independent School District relating to the posting of certain vacancies, the following is submitted:

PRIMARY PURPOSE:

Under direct supervision provide assistance and general help for the efficient operation of the Printing Services and Purchasing Departments for the District.

QUALIFICATIONS:

Minimum Education/Certification

Must have high school diploma or equivalent

Special Knowledge/Skills

Must be able to perform basic math, including calculations using fractions, percents and/or ratios

Must be able to understand multi-step written and oral instructions.

Must have knowledge of safety practices and procedures

Must be able to operate auxiliary binding and related peripheral equipment

Must have excellent filing skills

Must have excellent verbal and written communication skills

Must be able to work as a team

Must have a professional appearance

Work Conditions

Must be able to lift and move 50 pound cases of paper continuously throughout the day

Must be able to handle heavy sometimes hazardous materials

Must be able to independently work with others in a wide variety of circumstances

Must be able to work with data utilizing specific, defined processes and operate equipment using a variety of standardized methods.

Must be able to work with a significant diversity of individuals and/or groups

Must be able to work with specific, job related data and utilize a wide variety of types of job related equipment

Must be able to solve problems with data following prescribed guidelines and equipment

Must be physically able to operate a variety of equipment including bindery equipment, drills, cutters, collators, padders, etc.

Must be able to exert up to 50 pounds of force occasionally, and/or a negligible amount of force constantly to push, pull, carry or otherwise move objects.

Must be able to satisfactorily meet deadlines and schedules, adapt to changing priorities, setting priorities and working with frequent interruptions.

Must be able to bend, stoop and reach fully above head for long periods of time

Must be above average in energy, health and vitality

Must possess acute and or corrected visual and hearing capabilities

Must be able to sit or stand in one place for long periods of time.

Minimum Experience:

Job related experience is preferred, but will train the right person

APPLICATION

1. Apply in person at the AISD Education Support Center 7200 I-40 West
Personnel Office, Room 130.

PROCEDURE:

APPLICATION DEADLINE: FRIDAY, AUGUST 6, 2010

Amarillo Independent School District shall not discriminate on the basis of race, color, religion, age, sex, disability or national origin.

July 28, 2010