

California State Senate
Job Announcement
Printing Trade Specialist I (Courier)
Senate Reprographics

BASIC FUNCTIONS:

This full-time position is for an individual that is required to operate Senate vehicles, while providing efficient delivery and pick-up of packages to the Capitol and Legislative Office Building (LOB). This classification performs a variety of courier duties and assists with inventory control including, but not limited to receipt, storage and shipping of a volume of materials; under the supervision of the Manager and the Production Supervisor.

DUTIES:

Duties include delivery, loading and unloading of completed Reprographics, Publications and Resolutions materials to the Capitol and/or LOB. Follow a predetermined schedule or as needed per call, pick-up from the Capitol or LOB and deliver all requests back to Reprographics. Assist in the preparation of materials for local issue or shipment. Assist in other departments in Reprographics Center and Warehouse as needed.

KNOWLEDGE OF:

The ideal candidate should be knowledgeable of transporting material to specified area either by hand or by use of powered or non-powered material handling equipment. The candidate is required to have the ability to lift sixty pounds and use proper methods of lifting while packaging, storing, and shipping of materials. Understand and carry out written and/or verbal instructions.

POSITION QUALIFICATIONS:

Candidate must have a valid California Driver License, good driving record and current auto insurance. Forklift certification will be required. The candidate must have the ability to prioritize deliveries; work independently; self-starter and close attention to details. The ability to communicate clearly and concisely, as well as establish and maintain effective and cooperative working relationships is essential. Additionally, should maintain outstanding attendance, integrity; organizational and planning skills. Maintain a professional and courteous demeanor; neat appearance.

EDUCATION:

A High School Diploma or equivalent is required.

PAY RANGE & FINAL FILING DEADLINE:

Salary starts at \$2,552 per month plus benefits. Applications will be accepted until position is filled.

SUBMIT COVER LETTER, RESUME & SENATE APPLICATION TO:

Manager/Senate Reprographics,
1020 N Street, B-7
Sacramento, CA. 95814
e-mail: victoria.ramos@sen.ca.gov