#####  Posted for Job-bid: 10/08/2010

 Job-bid expires: **10/14/2010**

#  To be posted for General Public if no

#  qualified bidder: 10/15/2010\_

#### October 8, 2010

## Braille Production Worker

# MAJOR DUTIES AND RESPONSIBILITIES:

Collates, inspects, assembles, and sorts Braille printed materials. Operates equipment to reproduce Braille books. Makes and assembles cases; packages materials. Other duties may be assigned.

### Equipment, Machines, Tools, and Work Aids:

Glue machines, thermoform, and box machines.

### Education, Training, and Experience requirements:

Must be able to follow detailed instruction and learn Braille numbers. Stooping, bending, grasping and lifting up to 10 lbs. or more occasionally is required.

# COMPENSATION:

# New Hire Rate: $ 11.39 After 45 days worked: $ 12.39

**Hours:** 7:00 a.m. to 4:30 p.m., Monday through Thursday

 7:00 a.m. to 3:30 p.m. on Friday (with every other Friday off)

To place a bid on this position, contact the Human Resources Department (ext. 238).

**APH IS A DRUG FREE WORKPLACE. An offer of employment is conditioned upon successfully passing a drug screening test.**

We encourage all qualified persons to apply regardless of race, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity, age, place of birth, or disability, as defined by applicable law. **EEO/AA Employer.**

HR 10/08/10 (3/23/09 9/9/08; 5/14/08;

5/10/07; 8/24/04; 6/16/04;

3/3/04: 2/2/04; 8/15/03;

4/8/03; 1/14/03; 10/9/02)