UNIVERSITY OF SOUTHERN CALIFORNIA

Production Clerk - ISI - MOSIS

Job Code: 155031

Grade: F
OT Eligible: Yes
Comp Approval: 6/24/1994

JOB SUMMARY:
Provides production and clerical support for the MOSIS Service.

JOB ACCOUNTABILITIES:

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

Prepares for production runs by drawing wires on bonding diagrams using computerized graphics and following written guidelines. Generates orders for photos and packaging services and calculates costs.

Assembles and logs material shipped with packaged parts. Determines appropriate type and quantity of packages to be shipped. Maintains lot sheet.

Creates letters, mailing labels, acknowledgment receipts, wire bonding plots and other paperwork. Photocopies, collates, staples and alphabetizes paperwork. Prints sets of box and photo labels.

Inspects wafers upon receipt. Searches for contamination, scratches and other visual defects. Notes and records substantial defects.

Inspects packaged parts upon receipt for broken wires, incorrect bonding of wires, scratches and contamination. Alerts personnel of unusual or substantial defects.

Anticipates and prepares for all in-coming and out-going shipments based on status report. Sorts, wraps and ships integrated circuits. Checks shipping area for deliveries. Wraps and ships miscellaneous packages. Maintains neatness of shipping areas.

Creates and modifies documents. Sends and receives electronic mail. Runs errands as requested including delivery and pick-up from airport and other locations.

Answers phones, distributes mail, types and files as requested or required.

Perform other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

EMERGENCY RESPONSE/RECOVERY:
Essential: No
Yes  In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- High School or equivalent
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 2 Years

**Minimum Field of Expertise:**
- Office or production experience

**Skills: Administrative:**
- Answer telephones
- Assemble and organize numerical data
- Communicate with others to gather information
- Compose letters
- Compute totals
- Use computer packages to prepare graphics

**Skills: Machine:**
- Calculator
- Personal Computer

**Supervises: Level:**
- May oversee student, temporary and/or casual workers.

**SIGNATURES:**

Employee: ______________________________ Date: ______________________________

Supervisor: ______________________________ Date: ______________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer