

# The University of Texas at San Antonio

## Job Description

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Job Title: Seamstress  
Code: 6510  
Salary Grade: 52  
FLSA Status: Non Exempt  
Department/Division: Institute of Texan Cultures  
Reports To: Fabrication Supervisor

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## Summary

- Function: To provide semi-skilled sewing and mending work.
- Scope: Responsible for sewing, altering, and mending, Flags, uniforms, linens, and similar supplies, and for the production of limited variety of simple new articles.

## Duties

- Typical:
  1. Mends Flags, linens, and other fabric articles
  2. Checks and counts supplies in sewing room.
  3. Keeps place of work clean and maintains equipment.
  4. Performs other duties as assigned.
- Periodic:
  1. Sews costumes, draperies, and similar articles.
  2. Fabricates articles such as covers and assists on exhibits projects when decorations are needed.

## Education

Required	Preferred
Completion of tenth grade. Ability to read and write English.	High school diploma or GED.

## Other Requirements

Required	Preferred
Proficient in sewing techniques and methods.	N/A
Demonstrated ability to perform detailed work.	
Criminal Background Check (CBC).	

***Experience***

<b>Required</b>	<b>Preferred</b>
One year of experience sewing and mending on a volume basis.	Two or more years of similar experience.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Sewing tools, sewing machine and surger.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Usual production atmosphere.	Occasional exposure to heat and moisture.

***Supervision***

<b>Received</b>	<b>Given</b>
Direct from assigned supervisor.	None.

***Accuracy***

Proficiency in all phases of the duties performed. Thoroughness in following oral and written instructions.
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***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
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***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
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