

DUPLICATING CENTER WORKER

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving the responsibility for the duplication of a variety of forms, publications and similar material on a variety of duplicating machines. In addition, the incumbent assists with the efficient distribution of incoming and outgoing mail. Work is performed under general supervision. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates duplicating machines in the production of a wide variety of forms, publications and other manuscript materials;
Sets up and adjusts machines for each job to be performed;
Performs minor maintenance and cleaning of machines;
May operate supportive duplicating equipment such as stencil cutter, mimeo reproducer and spirit duplicator;
Cuts paper and forms on manually operated or electric paper cutter;
Collates, staples and pads as ordered;
Notifies superior of necessity of repairs to machines;
Operates postage meter;
Receives and sorts all incoming and outgoing mail;
May receive stock and fill supply order.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation of duplicating machine;
Working knowledge of office procedures and policies;
Working knowledge of related duplication and print shop machines;
Ability to understand and follow moderately complex oral and written directions;
Mechanical aptitude;
Clerical aptitude;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

Machines Used: BOCES 10/28/04 - Canon IR600's IR8500, IR110-all digital Heidelberg 9110-digital Analog 9120 CLC5000 digital full color copier Ricoh JP8500 two color digital duplicator Riso GR3770 one color digital duplicator.

R808 6/24/05

Jurisdictional Class: Non-competitive (County, Schools)