

SENIOR DUPLICATING MACHINE OPERATOR

Code No. 4-18-441
NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for supporting the operation of copy services for a district-wide print shop. The incumbent may be the sole member of a print shop or an independent worker in a larger print shop. Employees are expected to efficiently and independently manage and operate the duplicating printers and auxiliary equipment in a full-quality print shop. Work is generally received camera-ready requiring no layout or composition. The employee reports directly to and works under the general supervision of a higher-level staff member. The employee may provide lead supervision over Duplicating Machine Operators. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Provides customer service support to all staff members;

Operates high-speed copiers and duplicating equipment;

Collates, staples, folds, and cuts as per customer needs;

Operates a variety of peripheral equipment;

Maintains the budget for paper and copy machine supplies;

Orders, maintains, and distributes inventory of stock, forms, paper and other supplies;

Supervises and trains duplicating machine operations;

Prepares monthly reports on detail of all paper and copier product usage;

Performs preventative maintenance on machinery and makes minor repairs when necessary;

Provides project leadership in organizing tasks and scheduling of jobs;

Coordinates the schedule for all bulk mailing;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the operation and maintenance of duplicating machine equipment; good knowledge of the operation and maintenance of auxiliary equipment, such as electric staplers, paper folders, etc.; good knowledge of inventory control procedures; ability to maintain departmental budget; ability to maintain a system of inventory control; organizational ability; ability to make minor repairs and maintain duplicating and auxiliary equipment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus:

One (1) year of full-time or its part-time equivalent experience in the operation and maintenance of duplicating machine equipment, six (6) months of which shall have involved supervision.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: April 6, 2000

REVISED: May 9, 2002

Approved Non-Competitive 5/20/02 by New York State Civil Service Commission