

DUPLICATING MACHINE OPERATOR

Code No. 4-18-440

**NON-COMPETITIVE for school districts
only**

DISTINGUISHING FEATURES OF THE CLASS: This is an entry-level position in which the incumbent operates duplicating equipment in the preparation of printed materials. The employee reports directly to and works under the direct supervision of a higher-level staff member. 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.)

Operates high speed copiers and duplicators in a print shop;

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

Prepares finished materials for distribution;

Prepares materials for bulk mailing as per postal regulations;

Provides customer service support to all staff members for copying jobs exceeding ten copies;

Trouble shoots and problem solves relative to the use of high speed copiers/duplicators in order to alleviate unique difficulties that arise;

Reviews operations of the print shop with manager in order to create new efficiencies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the operation and maintenance of duplicating machine equipment; working knowledge of the operation and maintenance of auxiliary equipment, such as electric staplers, paper folders, etc.; working knowledge of inventory control procedures; 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 EITHER:

- (A) Three (3) months of full-time or its part-time equivalent experience in the operation and maintenance of duplicating machines; OR,
- (B) Possession of certification showing either completion of a vocational training program in duplication, OR, showing completion of a vendor training program in duplication.

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

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