

PHOTOCOPY MACHINE OPERATOR

Code No: 910046
Non-Competitive

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the smooth and efficient operation of high-volume duplicating equipment. Work involves reviewing, prioritizing and processing requests for copying and binding jobs from user departments, and performing a variety of key operator maintenance tasks as necessary. The work is distinguished from offset duplicating machine operation as it involves photocopying and stapling activities and schedules the more complex offset printing, stitching, thermal binding and drilling procedures. General supervision is received from a senior-level staff member. Supervision of others is not a responsibility of this class. Does related work as required.

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

Receives and prioritizes job requests and originals for copying from various departments;

Discusses potential problems of requested jobs with user departments, and makes appropriate recommendations;

Determines feasibility of job requests for photocopying process or offset duplication;

Operates high volume photocopying equipment, acting as key operator as necessary;

Replenishes toner and paper trays in machines;

Notifies vendor in case of mechanical breakdown;

Operates automatic stapler, performing light maintenance tasks as necessary;

Prices each job based on costs established by Purchasing Department;

Assists personnel in proper use of photocopiers;

Responds to phone inquiries from various departments, and provides information concerning job feasibility;

Maintains simple log of completed jobs;

Maintains inventory and requisitions necessary supplies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the operation and application of high volume photocopying equipment; working knowledge of maintenance of photocopying equipment; working knowledge of the operation and maintenance of automatic stapler; ability to perform key operator maintenance tasks on high volume photocopying equipment; ability to recognize

potential problems with job requests and make appropriate recommendations; ability to prioritize work and meet established deadlines; ability to compute charges for duplicating jobs; ability to maintain inventory; ability to establish and maintain effective working relationships with others; physical condition commensurate with the demands of the position.

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

SPECIAL REQUIREMENTS:

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 position.

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

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: September 23, 1982

REVISED: May 9, 2002

Approved Non-Competitive for Rochester City School District and Honeoye Falls Lima Central School District at the 10/18/04 meeting of the NYS Civil Service Commission.