

## **DUPLICATING MACHINE OPERATOR II**

**DISTINGUISHING FEATURES OF THE CLASS:** This is manual and clerical work which involves a responsibility for the operation of a high volume copy machine as well as ancillary equipment at a centralized duplicating center. This equipment includes media and network servers, computer terminals, modems, etc. The work is performed under the general supervision of a school administrator with wide latitude for judgment in scheduling work and planning assignments. The incumbent is required to move around, bend and lift in order to keep the equipment clean, loaded with paper, emptied of completed jobs and maintained in working order. The work of the Duplicating Machine Operator II differs from that of a Duplicating Machine Operator in that the latter operates simple multi-functional duplicating equipment. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Receives work assignments via computer screen, computer Bulletin Board, disk or hand-delivered hard copy, clocks in jobs, assigns a number and checks job tickets for accuracy;  
Plans how best to accomplish the job (determine paper size, color, hard-paper cover vs. soft, etc.) if not specifically instructed;  
Selects parameters for job on computer screen, giving the job a name, description, date in, date due, number of copies, size and color of paper, etc.;

Scans documents to be printed by processing pages through a scanner;  
Keeps paper trays full to avoid delays;  
Performs routine cleaning on machinery;  
Makes minor repairs and maintenance on all equipment including oiling, adjusting and unclogging;  
Customizes jobs by utilizing computer selected cut and paste options, masks unwanted areas, rotates images, etc.;

Checks final output for accuracy and completeness and records end-of-job information;  
Interrupts scanning or printing jobs when necessitated by priority job or work flow;  
Consults with supervisor before producing certain specialized jobs;  
Resolves problems such as paper jams or interruptions caused by power surges, etc.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of duplicating equipment and related office equipment; ability to operate a high volume copy machine and related ancillary equipment such as computers, modems, scanners, etc.\*; ability to prioritize work assignments and to meet deadlines; ability to walk, bend and lift reams of paper; ability to understand and carry out oral and written directions.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and two (2) years of paid work experience in duplicating, collating and binding of documents as a substantial portion of the work.

\*To be demonstrated during the probationary period.