

DUPLICATING MACHINE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This is primarily routine work involving a responsibility for the operation of various machines and equipment used in a duplicating services unit such as duplicating equipment, drill press, stitcher machine, automatic cutting machine, pad maker and vello bind machine. The work is performed under supervision of an administrator or unit head. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates multi-functional duplicating equipment used in reproduction work;
Operates various other machines auxiliary to the duplicating service such as an automatic cutting machine, drill press, pad maker and folding machine;
Performs routine cleaning of the machinery;
Makes minor repairs and maintenance on all equipment including oiling, adjusting, unclogging and sharpening;
Distributes final copies of reproduction work;
May select the appropriate method and equipment by which work will be processed;
May order paper and supplies as needed;
May keep simple records of machine use.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of duplicating equipment, drill press, stitcher machine, automatic cutting machine, pad maker, vello bind machine and auxiliary office machines; ability to understand and carry out simple oral and written directions.

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