

CLASSIFICATION SPECIFICATION

Copy Operations Technician

FT/PT Class Code: 4070, 4570 Pay Grade: B/C 04 FLSA: Non-Exempt Rev. 07/01/08

SUMMARY STATEMENT: An incumbent is responsible for reproducing and/or binding single or multiple copies of printed, typewritten, or other machine acceptable original material or transparencies using various copiers.

NATURE AND SCOPE:

An incumbent in this class functions with general supervision typically from a technical or administrative supervisor. An incumbent is responsible for the production of copy work for all departments within the facility. A significant aspect of this work involves maintaining the operational efficiency of the copy center by scheduling the work flow and actual copy machine operation.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Stocks, cleans, and adjusts machines.
2. Corrects stoppage with minor adjustments and cleaning.
3. Operates copy machine and any auxiliary equipment, including but not limited to, fax machines, binders, folders, cutters, and hole drillers.
4. Maintains copy log.
5. Folds, hole punches, cuts, and/or binds reproduced materials.
6. Requisitions supplies with proper approval.
7. Produces transparencies.
8. Maintains utilization records.
9. Organizes and priorities work flow.
10. Supervises clerical personnel as assigned.
11. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of operating photocopier machine and related machinery.
- ◇ Knowledge of copyright reservation laws.
- ◇ Ability to diagnose and repair minor equipment problems.
- ◇ Ability to prioritize and organize work flow.
- ◇ Ability to read and write, and follow instructions.
- ◇ Ability to operate photocopier machines and auxiliary equipment.

MINIMUM QUALIFICATIONS:

- ◇ High school diploma or GED; or other equivalent combination of education and experience.