

CLASSIFICATION SPECIFICATION

Duplication Clerk

FT/PT Class Code: 4056, 4556 Pay Grade: B/C 02 FLSA: Non-Exempt Rev. 07/01/14

SUMMARY STATEMENT: An incumbent is responsible for duplicating video cassettes and audio tapes, laminating, and producing building signage, name plates, and name tags.

NATURE AND SCOPE:

An incumbent in this class functions with general supervision typically from a technical or administrative supervisor. Incumbent is responsible for the duplication of video cassettes and audio tapes, lamination, and production of building signage, name plates, and name tags for the campus. A significant aspect of this work involves the duplication of video cassettes for Distance Learning classes.

PRINCIPAL ACCOUNTABILITIES:

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

1. Duplicates video cassettes using such equipment as a time base corrector, switcher, audio level controller, etc.
2. Produces building signage, name plates, and name tags using sign engraver computer software.
3. Laminates classroom materials.
4. Duplicates audio tapes of classroom lectures, music, etc.
5. Produces certificates and other awards.
6. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of duplication equipment operation.
- ◇ Knowledge of signage computer software.
- ◇ Ability to read and write, and follow instructions.
- ◇ Ability to operate duplication equipment.
- ◇ Ability to prioritize and organize work flow.
- ◇ Ability to communicate orally and in writing.
- ◇ Ability to follow oral and written instructions.

MINIMUM QUALIFICATIONS:

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