Duplicating Equipment Operator

Job Code 00007060

General Description
Responsible for providing customers with quality copies and service.

Examples of Duties
Receive and prepare orders for print or copy.
Run copy machine to photocopy work orders.
Print complex jobs, alter documents, and run booklet maker using high-speed digital printer.
Shrink-wrap packages to prepare them for delivery and pick-up.
Assist with inventory control.
Assist in job tracking.
Add finishing options to documents.
Receive, sort, and stack incoming supply of paper and products.
Collect different colors and weights of paper stock.
Put covers on books or put separate sections of books together.
Use offline binder to bind books.
Fold copies using automatic folder.
Cut orders using cutter.
Collate books that are to be done in sections.
Read and transfer orders that come in through the computer.
Log in orders, wait on customers, and answer questions.
Prioritize and complete jobs by order of importance and due dates.
Order special stocks of paper needed for jobs.
Proofreading documents to make sure they are ready for print.
Use price chart to calculate prices for jobs.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: basic mechanical concepts to know when adjustments are needed; standard safety procedures; all types of duplicating equipment to make minor adjustments; computers and related software; proper telephone etiquette; basic math and general accounting procedures.
Skill in: customer service; problem solving.
Ability to: read, understand, and follow directions on all duplicating request forms, operator reference guides, and troubleshooting manuals; complete monthly time sheets; record job order numbers into log books; take clear and concise telephone messages; perform basic math to calculate an accurate count of paper needed for each order and price duplicating and supply request forms;
accurately measure alterations of documents; assist in all areas of department operations; interact courteously with pleasant or hostile customers; prioritize work orders.

**Education and Experience**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**

Revised 09/20/2012