

POSITION DESCRIPTION

POSITION TITLE: **DUPLICATION CENTER OPERATOR**

I. **ACCOUNTABILITY OBJECTIVES:** To operate duplicating and related equipment in the central office in accordance with the prescribed routines and procedures. Do other related work as required.

II. **POSITION CHARACTERISTICS:**

Salary: On schedule
 Length of contract: 12 months

III. **POSITION RELATIONSHIPS:**

Reports to: Director of Media Services
 Coordinates with: Central office staff, district staff
 Type of coordination: As directed by administrator or others with coordination responsibilities

IV. **POSITION QUALIFICATIONS:**

A. Desired training and experience: Graduation from high school, experience and/or training in operation of duplication equipment, experience and/or training in operation of switchboard, and experience/training in word processors and/or computers.

B. Special requirements of the position:

1. Working knowledge of business English and spelling.
2. Ability to keyboard from clean copy at an effective rate.
3. Ability to make clean and correct copies from corrected manuscript and set up and word process simple tabular statements.
4. Aptitude for clerical operations.
5. Ability to understand and carry out oral and written instructions.
6. Ability to meet the public and to get along well with others.
7. Ability to organize the day's activities and establish priorities for duplicating requests.
8. Ability to operate various duplication and related equipment.
9. Ability to work independently.
10. Must possess a mechanical aptitude and an understanding of machine operations.

V. **POSITION RESPONSIBILITIES:**

- A. Operates duplicating equipment.
- B. Performs required daily and weekly maintenance on equipment.
- C. Distributes copied materials to schools and/or personnel as requested.
- D. Arranges for repair service when needed.
- E. Assists other Media Department staff as needed.
- F. Serves as a switchboard relief operator:
 1. Operates the switchboard during lunch or breaks, as assigned.
 2. Assists operator with other duties while operating switchboard.
- G. Maintains inventory of paper and other duplicating supplies.
- H. Assists with the District commercial print order.
- L. Performs other tasks as assigned.

(Revised 12/88)

(Revised 1/97)