

## PHOTOCOPY MACHINE OPERATOR

**Distinguishing Features of the Class:** This position is involved with the completion of duplication jobs using a high production copier and ancillary equipment. The incumbent is responsible for the copying, collating, stapling, binding, folding and distribution of materials. An employee in this position works independently and does not supervise the work of others. Does related work as required.

### TYPICAL WORK ACTIVITIES:

- Receives requisitions from departments and other agencies and fills orders for copying work such as forms, pamphlets, reports, letterhead, envelopes and related materials;
- Operates a high production copier and duplicates material according to orders;
- Operates a variety of office machines associated with the copying process, including manual cutter, pad binder, binding machine and folding machine;
- Works with department personnel in determining detailed specifications of jobs;
- Assist department personnel in design of letterhead and other documents;
- Maintains and makes adjustments to copier and equipment, requesting service for mechanical failures as required;
- Cleans machines, equipment and work areas and maintains related supplies in good order;
- Cuts out and pastes up or otherwise assembles and makes composites of printed or previously prepared materials for reproduction;
- Requisitions supply of paper, toner, coating materials and other supplies and keeps inventory;
- Keeps records of orders filled, machine use and supplies expended;
- Assists in preparing department budget estimate;
- Prepares correspondence and reports as required;
- May perform a variety of clerical duties as assigned;

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Thorough knowledge of the operation of a high production copy machine; good knowledge of duplicating tools, techniques, materials and terminology; good knowledge of the composition and layout of duplicating work; working knowledge of office terminology, procedures and equipment; ability to make minor adjustments and repairs to duplicating and related equipment; ability to understand and follow detailed oral and written directions; a high degree of accuracy; attention to detail; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma **AND -**

**EITHER** (A) Graduation from a regionally accredited New York State registered College with an Associate degree in Applied Science in graphic arts or a related field;

**OR** (B) Two years of experience in the operation and minor maintenance of a high production copier or other modern duplicating machine and related equipment;

**OR** (C) Any equivalent combination of training and experience within the limits of (A) and (B) above.