

## **PHOTOCOPY AIDE**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for the operation of photocopying machines and related equipment. The work is carried out in accordance with established procedures. Supervision is received from a higher level employee. Supervision over others is not a function of the position. Does related work as required.

**TYPICAL WORK ACTIVITIES:** Prepares various finished products for shipping such as newsletters, transparencies, books, presentations and other copying requests; Operates a variety of photocopy and related equipment such as collators, staplers, binders, hole drillers, saddle stitcher, folder, paper cutter, or shrink-wrapper. Receives, verifies and stocks paper/supply deliveries. Maintains time and material job sheets.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of the operation of photocopy machine and related equipment; Ability to understand and follow oral and written instructions; Ability to organize work effectively; Physical condition commensurate with the demand of the position; Ability to lift 70 pounds.

**MINIMUM QUALIFICATIONS:** None

Adopted: 10/18/01