

PHOTOCOPY MACHINE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the operation of high-speed photocopying machines and related equipment in the legible reproduction of various papers and/or documents. The work is carried out in accordance with established procedures. Supervision is received from a higher level employee. Supervision over others is not normally a function of the position. Does related work as required.

TYPICAL WORK ACTIVITIES: Receives various materials to be photocopied such as newsletters, transparencies, books, presentations and other copying requests; Sorts copy requests, operates several high-speed copiers; Operates a variety of related machines such as printers and binders; Prepares machine by adjusting for type of paper, giving documents proper sequence and placement, feeding paper into machine, removing paper jams; Replaces dry ink and staple cartridges; Makes minor adjustments and repairs to machinery and equipment; May perform duties such as collating, stapling, binding, hole drilling, saddle stitching, folding, stocking paper, shipping finished products, or shrink-wrapping.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the operation of high-speed photocopy machines and related equipment; Working knowledge of business arithmetic (i.e., addition, subtraction, multiplication and division); Ability to understand and follow oral and written instructions; Ability to learn minor repair techniques of photocopy equipment; Ability to organize work effectively; Physical condition commensurate with the demand of the position; Ability to lift 70 pounds.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from high school or possession of a high school equivalency diploma; **OR**
- (B) One year of work experience which included the operation of photostat, photocopy, microfilming, offset printing and/or other photocopying equipment;

Adopted: 10/18/01

Reviewed: 6/1/16; 3/1/22