

## DUPLICATING MACHINE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for producing legible photocopies of various materials for the staff, administrators, volunteers, etc. of the school district or municipality. Work involves operating a photocopy machine to reproduce copies of correspondence, documents, pamphlets, etc following prescribed procedures in a centralized service unit. Incumbent may be required to operate a variety of equipment, i.e. folding machine, laminating machine, photo-machine, etc. and to perform other clerical work when needed. Supervision is usually not a responsibility of the position. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Operates a variety of duplicating machines, peripheral equipment and application software to produce photocopies, documents, correspondence, information books, mailings, etc. for the staff of a school district or municipality;

Operates various brands of copying machines which may include faxing, scanning, etc. of documents;

Performs duplicating features of sorting, folding, binding, etc. per request; Files and preserves master copy;

Receives work orders/memos to produce specified number of photocopies within the designated deadline; Maintains records of completed orders for each department;

Maintains a satisfactory inventory of supplies on hand at all times; Prepares purchase orders for cartridges, toner, and paper for the various departments, as needed;

Maintains clean duplicating machines and make minor adjustments; May phone in requests for service to vendors when repairs are necessary;

Performs other clerical duties when work load permits, i.e. sorting mail, assisting other departments with filing, supplying text books to other schools, preparing/laminating ID badges, etc.;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments;

May perform related duties in areas such as receiving and stockroom functions;

May use related computer applications software in the performance of the job.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the operation of photocopy machines; knowledge of modern office procedures, terminology and equipment; ability to maintain routine records; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to understand and carry out complex oral and written directions; ability to get along well with others; mental alertness; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) six (6) months of experience working in a design and reproduction environment, which must have included utilizing automated systems equipment; or ( b) one (1) year of clerical experience which must have included utilizing automated systems equipment.

SUBSTITUTION: Satisfactory completion of 60 college credits\* may be substituted for the experience described above.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:  
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns and Villages  
School Districts  
J. C.: Non-Competitive  
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Job Class Code: 0191  
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