

REPRODUCTION SPECIALIST AIDE
(BOCES #1)

GENERAL STATEMENT OF DUTIES: Assists in the operation of equipment in order to design and produce a variety of finished products for the BOCES Reproduction Center; does related duties as required.

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision of the Reproduction Specialist, operates a wide range of equipment (Xerox DocuTech Machine, Xerox Color Machine, Tab and Label Making Machine) to produce copy, which includes publications and graphic work for BOCES and the component districts served by BOCES. Component districts submit work orders to produce materials (i.e. flyers, brochures, booklets, newsletters) for reproduction and distribution. Supervision is not a responsibility of this class.

EXAMPLES OF WORK: (Illustrative Only)

Operates Xerox DocuTech Machine, Xerox Color Machine to produce materials;

Alters documents as instructed using graphics component of machine (reduce/enlarge, image quality, combining documents, adjusting copy quality of photos and graphics);

Prepares booklets, brochures, newsletters using the booklet maker attached to the copying machine (stapling, folding, trimming);

Takes inventory of supplies as required;

Follows instructions of work order as prioritized by supervisor;

Reads machine meters per supervisor's request;

Performs additional features of the reproduction service such as jogging, sorting, folding, stapling, binding, and finishing (gluing) of 3-part carbonless forms;

Packs finished orders for delivery;

May communicate with Districts to clarify work orders;

May place service calls as necessary to insure proper maintenance of machinery.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Basic knowledge of office procedures, copying machines and terminology; basic knowledge of computer and networking operations; ability to understand and carry out oral and written instructions; good judgement; willingness to learn and adept to updated, modern technology as necessary; physical condition commensurate with duties of the position.

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

NOTE: Fifteen credits of post high school coursework in the following fields of Visual Arts, Computer Graphics or Computer Aided Design may be substituted for six (6) months of the required experience.

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.