

REPRODUCTION SPECIALIST  
(BOCES #1)

GENERAL STATEMENT OF DUTIES: Operates 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 supervision, operates a wide range of equipment (Canon 125 high volume, Canon Color machine or equivalent)) 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 may be a responsibility of this class.

EXAMPLES OF WORK: (Illustrative Only)

Operates Canon 125 high volume, Canon Color machine or equivalent to produce materials;

Alters documents by format design and copy quality 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);

Maintains supply orders and orders special paper as required;

Organizes and maintains work schedule and production log for reproduction and design center staff;

Develops record keeping system for easy access and accuracy for invoicing;

Designs and maintains filing system;

Places service calls as necessary to insure proper maintenance of machinery;

Uses vendor hot line to resolve technical questions;

Prepares a monthly log of charges/account readings for business office;

Reads machine meters per vendor request;

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

Uses computer applications software in the performance of the job.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES Good knowledge of office procedures, copying machines and terminology; good knowledge of computer and networking operations; understanding of graphics; ability to understand and carry out complex oral and written instructions; ability to effectively use computer applications software; creativity; initiative; mental alertness; good judgement; willingness to learn and adapt 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 an equivalency diploma and two (2) years of work experience in a school setting working in a design and reproduction environment.

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.