

SENIOR 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. The position differs from that of Photocopy Machine Operator in that the incumbent supervises subordinate operators and performs semi-skilled work in the reproduction of master copies. Supervision is received from a higher level employee. Does related work as required.

TYPICAL WORK ACTIVITIES: Receives various materials to be photocopied such as newsletters, transparencies, books, presentations and other copying requests; Communicates with customers to offer technical assistance and advice; Manages digital files; Operates several high-speed copiers; Cuts and pastes digital images for reproduction quality; Prepares machine by adjusting type of paper, feeds paper into machine, giving documents proper sequence, placement, exposure and removing paper jams; Replaces dry ink, photoreceptors, developer, fuser agent, heat rollers, binder tape rolls and staple wire; May perform duties such as collating, stapling, binding, hole drilling, saddle stitching, folding or shrink wrapping; Operates a variety of machines such as copiers, printers, readers, and film processors; Makes minor adjustments, performs maintenance and repairs to machinery and equipment; Trains, assigns and supervises the work of Photocopy Machine Operators; Maintains files and records pertinent to the work. Maintains online auditron (accounting) files on copier, stores digital files to disk as dictated by hard drive space and capabilities; Performs routine clerical work as assigned;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the operation of high-speed-photocopy machines and equipment; Good knowledge of office terminology and equipment; Good knowledge of business arithmetic (i.e., addition, subtraction, multiplication and division); Ability to train and supervise the work of subordinates; Ability to understand and follow oral and written instructions; Ability to perform minor repairs of photocopy equipment; Ability to organize work effectively; Physical condition commensurate with the demands of the position. Ability to lift 70 pounds.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency and one year of work experience which included the operation of photostat, photocopy, microfilming, offset printing and/or other photocopying equipment; **OR**
- (B) Two years of work experience which included the operation of photostat, photocopy, microfilming, offset printing and/or other photocopying equipment; **OR**
- (C) Any equivalent combination of the training and experience as defined by the limits of (A) and (B) above.

Adopted 10/17/01