



CLASS SPECIFICATION

Class Code: 0212
Date Est:
Last Rev:
Last Title Chg:
FLSA: non-exempt

DUPLICATING EQUIPMENT OPERATOR I

DEFINITION

Under direct supervision, receives training and assists with the operation of a variety of duplicating and related equipment; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Previous work experience which provided general knowledge of operation and maintenance of duplicating equipment; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

NA

DISTINGUISHING CHARACTERISTICS

This is the entry and trainee level in the Duplicating Equipment Operator class series. An incumbent may be promoted to the Duplicating Equipment Operator II class upon satisfactory completion of a twelve-month training period and receiving an appropriate recommendation from the appointing authority.

SUPERVISION EXERCISED

None.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Learn and assist with the operation of a variety of duplicating and associated equipment such as copiers, paper drills, perforators, wire staplers, book punches, plate makers, and collators.

May work in the mailroom.

Learn to check equipment for proper operation and make minor adjustments.

May learn to operate microfilming equipment in a back-up capacity.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Duplicating equipment and its capability.

Departmental/division policies and procedures.

Ability to:

Operate and perform routine maintenance on duplicating equipment.

Make equipment corrections and adjustments.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

Knowledge of:

General office procedures.

Ability to:

Learn to operate and make minor adjustments to duplicating equipment.

Follow written and oral instructions.

Read at the level required for the work.

Meet deadlines.

Demonstrate mechanical aptitude.

Maintain effective working relationships with department staff, and representatives of other departments.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to sit for extended periods. Ability to lift and move objects weighing up to 50 lbs. Ability to work around chemicals used in duplicating and printing.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.

Approved WERCCS Job Evaluation Committee

Date March, 2001