

DUPLICATIONS CLERK

DEFINITION

Under general supervision, operates copiers and other reprographic equipment; converses with staff and students; makes masters; operates binding equipment; performs shipping and record keeping activities; and performs other related duties as required.

EXAMPLES OF DUTIES

Answers telephone and inquiries at counter. *E*

Operates copier; tends to machines during run-to-load, unload, clean, and adjust. *E*

Reads work orders and assembles materials. *E*

Prepares originals for copying, removing staples, and creases and separates for back-to-back printing; places originals in copier and program copier for quantity and collation. *E*

Services copiers per manufacturer's instruction making emergency/temporary repairs of copier; performs "key operator" service on assigned equipment; advises maintenance personnel of nature of malfunctions. *E*

Organizes work processes to ensure efficient flow. *E*

Operates bin collator, jogger and stitcher, and power paper cutter; utilizes and operates a punch and binder, table top folder, drill, and padding press. *E*

Reviews job for completeness. *E*

Packages or boxes materials and marks for addressee; labels, sorts, and mails material. *E*

Maintains records of total time required for job. *E*

Post supplies, time, costs, and other data on work orders. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Alternative reprographic methods to describe to customer in person and on telephone;
2. Record keeping to post quantities, time, and cost data to work order;
3. Reprographic equipment to understand operating manuals for copiers and other equipment; and
4. Operation and service of copiers, collators, jogger and stitcher, paper cutter, holder, punches, drills, binders, and padding press.

Ability to:

1. Meet and deal with the public in person and on telephone;
2. Organize sequence of work processed to ensure efficient operation; and
3. Perform simple and repetitive tasks.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

EXPERIENCE

Experience performing varied reprographic work.

WORKING CONDITIONS

Environment:

Print shop environment; subject to noise from equipment operation.

Physical Abilities:

Dexterity of hands and fingers to operate and adjust a variety of print shop equipment; standing for extended periods of time; and bending at the waist; hearing and speaking to exchange information; seeing to assure quality reproductive work; and lifting heavy objects weighing up to 50 pounds.

Hazards:

Exposure to photo-chemicals and cleaning solvents.

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