



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
COPY CENTER OPERATOR	CLASSIFIED	GRADE I MONTHS:
BOARD POLICY REFERENCE: 2005 Classification Review		Board Approved:

**JOB DESCRIPTION:**

Under general supervision, operate high volume xerographic equipment to produce various printed materials; perform minor repairs and preventative maintenance on equipment; provide customer service; perform clerical tasks; may supervise the work of student assistants; and perform related work as required.

**SCOPE:**

The Copy Center Operator operates and troubleshoots xerographic equipment to produce a variety of printed materials and acts as a customer service contact.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Operates high volume xerographic equipment to produce high quality printed materials.
2. Acts as a customer service contact for Copy Center during assigned hours; explains policies and procedures and resolves issues related to Copy Center services.
3. Assists customers with production orders; prices jobs and estimates completion time.
4. Processes bookstore orders including receiving, logging, pricing, preparing invoices, preparing originals for production, maintaining records and making reports.
5. Prepares materials for finish work (such as collating, stapling, drilling, etc.); may collate, staple, drill, or bind materials; prepares bindery instruction tags.
6. Troubleshoots, cleans, adjusts and maintains xerographic and related equipment.
7. Trains and directs the work of student assistants.

**EMPLOYMENT STANDARDS**

**ABILITY TO:**

Operate and maintain high volume xerographic equipment; learn new procedures and the operation of new equipment quickly; work independently with a minimum of supervision; follow, understand, and give oral and written instructions; perform mathematic calculations with accuracy; maintain records; interact with the public in a helpful, courteous and friendly manner; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF:**

Operation and maintenance of high volume xerographic equipment; ink, paper stock and chemicals used, their characteristics, uses and limitations; health and safety regulations in relation to the use of equipment and chemicals; operation of personal computer software programs including word processing and spreadsheet tools; effective customer service.

Preferred additional knowledge: Understanding of copyright laws and District policies.

**MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

*Education:*

Graduation from high school.

*Experience:*

Two years experience operating various high volume xerographic equipment in a customer service setting.

**SPECIAL REQUIREMENTS:**

Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to work safely in an environment containing chemicals, toner dust, vapors and high noise levels using personal protective safety measures.