

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DUPLICATING ROOM OPERATOR

BASIC FUNCTION:

Under the direction of the Supervisor-Purchasing, organize and plan the day-to-day functions of the duplicating room; assure quality and timely delivery of printed materials; perform activities related to the purchase and receipt of supplies and the operation of duplicating room equipment; operate offset printing press, duplicators and auxiliary equipment in the reproduction of a variety of printed materials.

ESSENTIAL FUNCTIONS:

Organize the day-to-day functions of the duplicating room; assure quality and timely delivery of printed materials; perform activities related to the purchase and receipt of supplies and the operation of duplicating room equipment.

Operate offset printing press, duplicators and auxiliary equipment in the reproduction of a variety of printed materials.

Establish work schedules; assign priorities and appropriate duplicating processes of incoming work orders; complete print work and distribution order requests; assure timely completion of work orders.

Duplicate, collate and distribute printed materials and other forms.

Maintain a variety of files and records for information related to the assigned office; review documents and inventory records of paper and printing supplies; participate in maintaining necessary supply levels.

Set up and operate offset duplicating machine in the reproduction of such materials as newsletters, tests, letterheads and NCR forms.

Operate copying machines for short runs in the reproduction of such materials as letters, memos, agendas and minutes.

Prepare printed material for collation, binding, punching, cutting and stapling.

Operate standard office machines and equipment including computers and related software, printers, copiers and other related equipment; drive a vehicle to conduct work; provide equipment maintenance including adjusting and cleaning related equipment.

Assist in preparing cost estimates and maintaining cost records.

Assist in ordering and maintaining necessary materials and supplies for the proper functioning of the

department.

Assist in mailroom operations as needed.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operations and activities of a duplicating or printing services department.

Modern office practices, procedures and equipment.

Health and safety regulations.

Proper lifting techniques.

Record-keeping techniques.

Interpersonal relations skills using tact, patience and courtesy.

Inventory methods and practices.

Operation of a computer and assigned software.

ABILITY TO:

Establish work schedules.

Assign priorities and appropriate processes of incoming work orders.

Plan and organize work.

Meet schedules and time lines.

Maintain routine records.

Make arithmetic calculations quickly and accurately.

Establish and maintain cooperative and effective working relationships with others.

Order and maintain stock and supplies.

Work independently with little direction.

Operate, service and make minor repairs on Duplicating Room equipment.

Maintain consistent, punctual and regular attendance.

Stand for extended periods of time.

Reach overhead, above the shoulders and horizontally.

Move hands and fingers to operate Duplicating Room equipment.

Use proper lifting methods.

See to read a variety of materials.

Hear and speak to exchange information.

Bend at the waist, kneel or crouch.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and two years of experience operating various printing and related equipment including offset presses, duplicators and other related equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

Floor-lift 55 pounds.

WORKING CONDITIONS:

ENVIRONMENT:

Copy Center environment.

Driving a vehicle to conduct work.

Noise from equipment operation.