Title: Laser Duplicating Equipment Operator

Pay Scale Group: 63

Essential Function

Under general supervision from office management or other administrative personnel, act as lead worker (i.e., provide work direction and training) and operate the laser duplicator.

Characteristic Duties

1. Act as leader worker (i.e., provide work direction and training) over lower-level office machine operators in operation of numerous office and/or automatic production duplicating equipment in duplication center for routine and/or complex reproduction/record-making operations.

2. Operate laser duplicator in duplicating center for routine and/or complex duplicating/record-making operations. Program job requirements, monitor jobs in progress to assure quality control. Review electronic and manual job tickets and interprets proper specifications to improve output. Insure accurate billing. Use digital graphic manipulation and other desktop publishing skills to create a variety of documents and booklets. Perform basic desktop publishing and booklet making. Communicate directly with customer and supervisor regarding changes to job ticket specifications.

3. Monitor computer system for incoming jobs sent over UC network to network server. Review and control flow of jobs. Troubleshoot system programs and contact appropriate person. Perform minor maintenance and repair.

4. Perform and oversee performance of clerical and technical tasks related to copy/record making (e.g., order and stock supplies, maintain record of production, maintain and repair machines).

5. Perform related duties based on departmental need.

Unusual Working Conditions

- N/A

Minimum Qualifications

- High school diploma or GED equivalent. One year experience in the operation of photoreprographic and office equipment (high-speed duplicators), to include 6 months operating a computerized system. Some positions may require a current, valid driver’s license with an acceptable driving record.

Last updated: January 1998

An affirmative action/equal opportunity institution