Title: Office Machine Operator 2

Pay Scale Group: 52

Essential Function

Under general supervision from office management or department supervisor, operate small office machines for complex copy and/or record work, and/or operate large-scale automatic duplicating equipment for production copy work.

Characteristic Duties

1. Operate small office machines for complex copy and/or record work (i.e., usually involving manual operations or adjustments and constant attention to mechanical functioning of machinery or equipment, as opposed to setting up and observing automatic duplicating equipment for production copy work with no multi-color involved.

2. Perform technical tasks related to copy and/or record work, including record-keeping, minor repairs and preventive maintenance on machines or equipment, cleaning equipment, and operation of peripheral or related equipment.

3. Perform routine clerical tasks (e.g., receive, send out, prepare, open, sort and deliver mail; deliver supplies; answer phone; operate cash register; logs jobs; complete sales forms; stock supplies and take inventory).

4. Assist, train, and advise other operators; assists area supervisor or substitutes for supervisor.

5. Perform related duties based on departmental need.

Unusual Working Conditions

• N/A

Minimum Qualifications

• Ability to add, subtract, multiply and divide whole numbers and to read and write common vocabulary; three months experience in the operation of photoreproduction and office machines. Demonstrate the ability to lift up to 70 pounds. Some positions may require a current, valid driver’s license with an acceptable driving record.

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