Title: Office Machine Operator 3

Pay Scale Group: 59

Essential Function

Under general supervision from office management or other administrative personnel, acts as lead worker (i.e., provides work direction and training) over lower-level office machine operators.

Characteristic Duties

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

2. Operate automatic production duplicating equipment in copy center for routine and/or complex copy/record-making operations. Program job requirements, monitor jobs in progress to assure quality control. Review electronic and manual job tickets and interpret proper feature selection to produce desired output. Suggest modifications to customer specifications. Insure accurate billing.

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

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

5. Perform and oversee performance of clerical tasks (e.g., answer telephone; handle mail, deliver messages, operate cash register).

6. Perform related duties based on departmental need. Perform pick-up and deliveries when necessary. May serve as back word processor.

Unusual Working Conditions

- N/A

Minimum Qualifications

- Ability to add, subtract, multiply and divide whole numbers and to read and write common vocabulary. One year experience in the operation of photoreproduction and office machines, six months of which utilizing an operating computer system. Demonstrate the ability to lift up to 70 pounds. Some positions may require a current, valid driver’s license with an acceptable driving record.

Last updated: October 1994