

Copy Center Technician

Purpose Statement

The job of Copy Center Technician is done for the purpose/s of providing assistance to building administration, staff, students, PTA etc. in making copies, laminating and other preparation of printed material and the ordering and distributing of educational supplies to assist in the educational purposes of the school.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the School Principal

Essential Functions

- Duplicates and laminates a variety of materials for the purpose of providing appropriate reproduction of materials to enhance the learning process and operation of the school.
- Maintains inventory of paper, print supplies and office supplies (e.g. letterhead, card stock, envelopes, pens, pencils, markers, etc.) for the purpose of providing adequate quantities of materials required for the timely completion of print orders and office supply needs of the school.
- Maintains printing machines, equipment, tools and work areas (e.g. orders copy supplies, ink, paper, arranges for machine repairs as needed, etc.) for the purpose of ensuring a safe working environment and the availability of items to meet the needs of the school in a timely manner.
- Operates the school store (e.g. orders and sells supplies, snacks and designated school apparel and equipment, checks out items for use, etc.) for the purpose of making items available to students, faculty, staff, and parents.
- Submits finance and usage reports to finance office and principal for the purpose of providing accurate information for administrative decisions on proper functioning of the copy center.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment; preparing and maintaining accurate records; using pertinent software applications; planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation, business telephone etiquette, safety practices and procedures.

ABILITY is required to schedule activities; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of

circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: working with frequent interruptions; adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 30% walking, and 60% standing. The job is performed in a generally hazard free environment.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt