

District (IMC) Copy Center Technician

Purpose Statement

The job of District (IMC) Copy Center Technician is done for the purpose/s of Loading printers with paper and duplicating materials required by school personnel and volunteers for instructional and administrative functions including: instructional materials, conferences, special events, meetings, etc.

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

This job reports to the Director, IMC

Essential Functions

- Cuts printed job materials as part of the finishing process as may be required for the purpose of ensuring maximum use of paper stock and sizing to job specifications.
- Duplicates a variety of materials (e.g. booklets, forms, letters, mailers, report cards, standard forms, announcements, letterhead, fliers, pamphlets, etc.) for the purpose of completing and providing appropriate reproduction of materials in accordance with work request specifications.
- Finishes printing job/s (e.g. binding, collating, shrink-wrapping, etc.) for the purpose of packaging jobs for distribution.
- Loads printing machines with paper for the purpose of ensuring they are constantly resupplied and ready to print.
- Maintains inventory of paper and print supplies for the purpose of providing adequate quantities of materials required of the timely completion of print orders.
- Maintains printing machines, equipment, tools and work areas for the purpose of ensuring a safe working environment and the availability of items within a specific time frame.

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 equipment used in reprographics operations.

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: aspects of reprographics operations including computers and high speed photocopying equipment.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using 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: meeting deadlines and schedules; setting priorities; displaying mechanical aptitude; providing customer service; and working with frequent interruptions. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. 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 under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

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