SENIOR DUPLICATING CENTER WORKER

DISTINGUISHING FEATURES OF THE CLASS: The work of this position, while under general supervision, is responsible for overseeing the duplication of a variety of forms, publications, and other similar material on a variety of duplicating machines. The position is distinguished from Duplicating Center Worker by the additional skill necessary to perform more difficult assignments and by the added supervisory responsibilities. Supervision is exercised over the work of Duplicating Center Workers. Does related duties as required.

TYPICAL WORK ACTIVITIES:

Operates duplicating machines in producing a variety of forms, publications and other manuscript materials;
Ensures the proper operation and appropriate safety procedures of machines in the duplicating center;
Plans, organizes and supervises the work activities of subordinate employees;
Assists in planning and formulating policies and procedures for the unit;
Oversees employees to make sure that each machine is set up and adjusted for each job;
Keeps machines clean and arranges for periodic maintenance and repair;
Reviews print requests and determines both cost estimates and price quotes;
Fills supply orders and distributes to the appropriate departments;
Cuts papers and forms on manually operated or electric paper cutters;
Orders, receives and stores stock and maintains the adequate level in anticipation of need;
Trains Duplicating Center Workers on the unit's various machines;
Submits recommendations for the yearly operating budget;
May receive and sort incoming and out-going mail.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the operation of duplicating machines;
Thorough knowledge of safety procedures in the duplicating center;
Good knowledge of related machines such as collators, binders, paper cutters, folders, and inserters;

Good knowledge of office terminology, practices and procedures;
Ability to understand and follow moderately complex oral and written directions;
Ability to plan, direct, and supervise the work of subordinate employees;
Ability to make arithmetic computations involving fractions, decimals and percentages;
Ability to operate a personal computer;
Ability to lift and carry moderately heavy loads;
Mechanical aptitude;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Two years experience in the operation of duplicating machines.