

**DUPLICATING SERVICES ASSISTANT**

**JOB SUMMARY** Under general supervision, assist with the reproduction and processing of materials for district sites by operating photocopying machines and related equipment such as paper cutter, binder, folder, perforator, and collator. Assemble, staple, and prepare items reproduced for delivery.

**TYPICAL DUTIES** Perform a wide variety of work including such tasks as standard and statistical computer entry, verifying, filing, recording, and compiling information. Operate high volume copier to produce single or multiple photo copies of materials. Maintain quality while working to meet constant deadlines. Perform related key operator functions and minor non-technical maintenance and cleaning of machines. Operate auxiliary machines such as jogger, collator, stapler, folder, drill, cutter, stitcher, wrapper, binder, and other bindery-related machines or equipment; perform related tasks manually when appropriate. Pad, insert, and label. Maintain a clean work area. Set up and put away materials. Assist others in the shop as needed. Perform other related duties as assigned.

**JOB REQUIREMENTS** Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent and experience operating high speed copying equipment and other print shop equipment.

**Knowledge of:** Printing methods, supplies, and equipment. Safety procedures related to the operation of binder, cutter, perforator, folder, and other duplicating equipment. Modern office practices, procedures, and methods, including the use of standard office machines, telephone techniques, and records storage and retrieval.

**Ability to:** Perform repetitive tasks requiring constant exercise of manual skills and mental alertness while maintaining quality production speed. Set up, maintain, adjust, and operate high speed copying equipment. Plan and schedule work to meet prescribed deadlines. Maintain records and order supplies when needed. Understand and follow oral and written instructions.

**PHYSICAL ABILITY** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; or smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screen certifying this ability.

**WORKING  
CONDITIONS**

Constant exposure to fumes from chemicals used in a print shop.  
Constant machine noise. Extended periods of standing.