

Solano County
Office of Education

JOB TITLE: Duplicating Technician (Range 18)

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under the supervision of the Duplicating Services Manager, provides basic duplicating and copier functions.

JOB REQUIREMENTS AND QUALIFICATIONS

- Possession of a valid California driver's license
- Beginning level of skills as measured by a high school diploma or G.E.D. equivalent
- Ability to carry out oral and written directions, read, proofread, write and speak at a level sufficient to fulfill the duties to be performed for the position described
- Ability to understand and follow oral and written directions
- Ability to establish and maintain effective work relationships

ESSENTIAL DUTIES

- Confers with supervisor and with other district personnel concerning proper application of duplicating processes
- Makes necessary minor adjustments to duplicating and other related machines and maintains them in good working condition
- Adjust paper feed and guides for different weights and sizes of stock
- Operates copier machines per reproduction of paper masters for use on duplicating machines
- Maintains inventory of required supplies and requisitions materials as needed
- Stocks and maintains paper supplies
- Set up and maintain a variety of graphics-related equipment (i.e. copier, binder, drill, scanner, etc.) for operation
- Operates other machines such as electric paper drill, paper cutter, collating machines and power-punching machine

- Operates bindery and finishing equipment, such as, stitchers, fastback bindery, paper folder, and shrink wrapper
- Select user interface options, scanner and printer features
- Keep record of time and materials expended on work projects
- Prepare and may deliver finished jobs for delivery
- Sweeps and dusts print shop area

MARGINAL DUTIES:

- Perform related duties as assigned
- May serve as back up for distribution clerk

SUPERVISION RECEIVED

Employees in this classification receive general supervision within a framework of standard policies and procedures.

SUPERVISION EXERCISED

None

PHYSICAL ACTIVITY REQUIREMENTS

This position requires a physical examination be taken and passed based on the physical requirements listed below:

Work Position (Percentage of Time):

Standing (60%)	Walking (20%)	Sitting (20%)
----------------	---------------	---------------

Body Movement (Frequency):

None (0)	Limited (1)	Occasional (2)	Frequent (3)	Very Frequent (4)
Lifting – lbs. (0-40)		Lifting (3)		Bending (4)
Pushing and/or		Reaching		Kneeling or
Pulling Loads (2)		Overhead (2)		Squatting (3)
Climbing Stairs (1)		Climbing Ladders (1)		