
Position:	Copier Systems Operator	FLSA:	Non Exempt
Department/Site:	Varies	Salary Grade:	04
Reports to/Evaluated by:	Site Administrator	Salary Schedule:	Classified

SUMMARY

Under direct supervision, operates manual and computer-aided document processing equipment and related peripheral equipment. Work is performed with some independence and use of some independent judgment. Position is reviewed through observation of the work in progress and results obtained.

DISTINGUISHING CAREER FEATURES

The Copier Systems Operator is the first level in a multi-tiered career path governing duplicating and printing services. Advancement to this level requires skill at operating computer-aided black-and-white and color document copiers from digital and hard copy and bindery, sorting, stacking, punching, and cutting equipment. Advancement along this requires additional skills and abilities in offset press operation and job scheduling.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operates computer-aided high-speed copying or other copy machines, collating machine, binding equipment or other peripheral printing equipment.
- Sets machine for desired function and other paper size settings. Resolves paper jams. May bind, fold, collate, cut, punch, staple and otherwise generally prepare final duplication of materials.
- Operates peripheral equipment such as commercial bindery, sorting, stacking, wrapping, stapling, and material handling equipment.
- Receives and reviews incoming job orders for quantity, materials, time frame, and special handling. Coordinates services from other areas to facilitate duplication. Plans work requests to optimize utilization of equipment.
- Receives and converts material transferred from internet in web/html format to that which is suitable for printing. Reviews copy and adjusts size and layout to fit paper size. Discusses minor changes with customers.
- Performs routine servicing on document processing and peripheral equipment.
- Forwards billing information so that statements can be made, funds transferred, or payments collected.
- Performs other related duties and responsibilities as required.

QUALIFICATIONS

Knowledge and Skills: Requires a basic knowledge of the design, layout and production of written, printed, and drawn materials. Requires sufficient editing skills to assist with formatting and identify errors made (and not detected) by customers. Requires working knowledge of operating capabilities, sequences, and steps of computer aided and fully integrated copy center machines. Requires sufficient organizational skills to meet customer requests on a timely basis. Requires sufficient math skills to estimate quantities, costs, and dimensions. Requires sufficient human relations skills to communicate printing concepts with internal customers. Requires sufficient language skills to notice spelling and grammar errors in text. Requires sufficient math skills to estimate quantities, costs, and dimensions. Requires sufficient human relations skills to communicate printing concepts with internal customers.

Abilities: Must be able to review, interpret and recommend changes to printing and graphic arts projects in order to meet user's needs. Must be able to interpret and explain duplication services policies and procedures. Must be able to operate, maintain and provide basic troubleshooting of equipment used in document copying and offset printing. Must be able to prioritize and schedule work in order to meet deadlines.

Physical Abilities: Incumbent must be able to function effectively indoors in a printing/reprographics shop environment engaged in work of primarily active nature where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents. Requires visual acuity to write and read printed materials and computer screens, and observe printing processes. Requires speech and hearing ability to carry on ordinary conversation and hear sound prompts from equipment. Requires ambulatory ability to stand upright, forward flexing, push, pull, stoop, bend, and reach for long periods of time to operate duplicating and other equipment. Requires sufficient strength to carry heavy weight (max. 75 lbs.) materials and supplies.

Working Conditions: Work is performed indoors where health and safety considerations exist from extended standing and physical labor and handling of chemicals, consumables, and heavy materials.

Education and Experience: High School Diploma, or G.E.D. Certificate; supplemented by one (1) year of printing and duplicating experience. Any equivalent combination of education, training and experience.

Credential Requirements: May require a valid driver's license.