

DUPLICATING CLERK

DEFINITION

Under general supervision, to operate duplicating equipment, provide assistance to staff, maintain equipment and supplies, and to do related duties as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Dean of Guidance and Counseling.

No supervision is exercised over District personnel.

EXAMPLES OF DUTIES

Operates Xerox, mimeograph, duplicator and thermofax.

Collate, staple, drill, cut and/or pad finished product.

Establish and maintain a variety of records.

Order supplies and maintain inventory.

Answer questions and provide assistance to staff when needed.

Clean machines, schedule repairs and service calls for equipment.

Keep work area neat and orderly.

Supervise, train and schedule student assistants.

Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Basic recordkeeping.

Duplicating methods.

Ability to:

Establish and maintain good working relationships with staff and students.

QUALIFICATIONS (continued)

Set priorities.

Be flexible and adaptable to change.

Learn operation of duplicating equipment.

Supervise students.

Communicate effectively.

EMPLOYMENT STANDARDS

Minimum Requirements:

Equivalent to graduation from high school.

Duplicating experience desirable.