

## **DUPLICATING CENTER WORKER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine work involving the responsibility for the duplication of a variety of forms, publications and similar material on a variety of duplicating machines. In addition, the incumbent assists with the efficient distribution of incoming and outgoing mail. Work is performed under general supervision. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Operates duplicating machines in the production of a wide variety of forms, publications and other manuscript materials;  
Sets up and adjusts machines for each job to be performed;  
Performs minor maintenance and cleaning of machines;  
May operate supportive duplicating equipment such as stencil cutter, mimeo reproducer and spirit duplicator;  
Cuts paper and forms on manually operated or electric paper cutter;  
Collates, staples and pads as ordered;  
Notifies superior of necessity of repairs to machines;  
Operates postage meter;  
Receives and sorts all incoming and outgoing mail;  
May receive stock and fill supply order;  
May assist customers with input of orders and provides support and service to customers regarding orders.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the operation of duplicating machine;  
Working knowledge of office procedures and policies;  
Working knowledge of related duplication and print shop machines;  
Ability to understand and follow moderately complex oral and written directions;  
Mechanical aptitude;  
Clerical aptitude.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma.