

REPRODUCTION ASSISTANT I

NATURE AND VARIETY OF WORK

This is skilled work involving the operation of high speed duplicating equipment in the reproduction of various documents for County departments and agencies. Incumbents in this class are responsible for performing routine duplication/reproduction assignments which are delegated by supervisor verbally and/or in writing and occasionally accompanied by detailed instructions. Work is performed under close supervision and is reviewed for quality, quantity and meeting established deadlines.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Assists in setting up and operating various high speed duplicators such as Xerox 9400, 7000, 1075, 5600, 1090, etc. in the duplication of a variety of forms, form letters, prints and similar documents.

Reviews job tickets/instructions and maintains log of all completed jobs.

Packages all work and delivers to appropriate department/agency.

Assists in keeping inventory of office supplies and secures such items as needed for effective operations.

Delivers mail to appropriate department/agency as required.

Performs periodic maintenance on office machines including coin operated machines.

Assists in estimating duplicating/printing cost for agencies/departments upon request.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Working knowledge of operation functions of duplicating machines.

Working knowledge of modern office equipment, practices and procedures.

Good knowledge of basic mathematics.

Good knowledge of English.

Working knowledge of various types and weights of paper and other related materials used in duplicating operations.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships with other employees and the general public.

MINIMUM QUALIFICATIONS

Graduation from high school, plus six (6) months general clerical experience which included responsibility for the operation of duplicating equipment; or an equivalent combination of education, training and experience.

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