

REPRODUCTION ASSISTANT II

NATURE AND VARIETY OF WORK

This is full performance level work involving operation of various high speed duplicating equipment in the reproduction of various documents for County departments and agencies. Incumbents in this class are responsible for performing routine and non-routine duplicating/reproduction assignments which are received verbally and/or in writing from supervisor. Work is typically performed independently under general supervision. Work is reviewed for quality, quantity and meeting established deadlines.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Sets up and operates various high speed duplicating machines including Xerox 940, 7000, 5600, 1075, Kodak 125, jogger/sticher, etc. for duplicating various forms, form letters and similar documents.

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

Delivers finished products to department/agency.

Occasionally determines priority in printing and reproduction assignments in accordance with procedures.

Estimates duplicating/printing costs for agencies/departments upon request.

Cleans, oils, adjusts and makes minor repairs on duplicating equipment and uses discretion to leave copying job to attend to repairs on other machines when required.

Makes cash copies for public in accordance with established procedures and maintains log of cash transactions.

Maintains logs and notifies vendors regarding problems with duplicating equipment.

Checks inventory and assists supervisor with requisitioning supplies as needed.

Assists supervisor in training lower level Reproduction Assistants in all aspects of machine operations.

Sends out meter cards for each duplicating machine on a monthly basis and assists supervisor with tabulating the usage costs.

Prepares a monthly charge-back report for each department/agency.

May assign work to lower level Reproduction Assistants in absence of supervisor.

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

Considerable knowledge of the practices, procedures and equipment essential to operating high speed duplicators.

Considerable knowledge of the various type and weights of paper and other related materials relating to duplicating operations.

Knowledge of basic mathematics.

Good knowledge of basic English.

Working knowledge of high speed duplicator operations, e.g., some minor mechanical capability.

Ability to follow oral and written instructions.

Ability to provide technical guidance to lower level Reproduction Assistants.

Ability to deal tactfully with public, co-workers and other agency personnel.

MINIMUM QUALIFICATIONS

Graduation from high school supplemented by training in the use and operation of pertinent duplicating equipment, plus six (6) months experience which demonstrates major responsibility for the operation and general maintenance of high speed duplicators and the maintenance of records related to that function; or an equivalent combination of education, training and experience.

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