

OXNARD UNION HIGH SCHOOL DISTRICT

CLASS TITLE: DUPLICATING MACHINE OPERATOR

DEFINITION:

Under the direction of Assistant Principal, operates a variety of duplicating equipment to reproduce instructional and other materials, in a timely manner, at an assigned school site; performs clerical duties in support of the school faculty, as assigned.

STATEMENT OF TYPICAL DUTIES:

- a. Operates a variety of duplicating equipment in the reproduction of forms, letters, lists, bulletins and curricular materials; prepares and types materials, as requested.
- b. Maintains machines in proper working condition; orders paper and supplies, as needed, and contacts service representatives for major repairs.
- c. Maintains various records related to equipment, operation, and maintenance; prepares departmental cost breakdowns and accounts, as requested.
- d. Answers telephone and routes calls to appropriate office or personnel; takes and relays messages for the faculty and others, as requested.
- e. Operates standard business machines and specialized duplicating equipment.
- f. Sorts and distributes mail to appropriate destinations.
- g. Provides work direction to student aides, as assigned.
- h. Provides clerical support for faculty and staff, such as typing, filing, and maintaining simple records, as requested.
- i. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Operation and care of a variety of duplicating machines.
- Basic record keeping techniques.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Modern office practices, procedures and equipment.

{continued}

KNOWLEDGE AND ABILITIES: - continued

Ability to:

Operate duplicating equipment quickly and effectively.

Maintain equipment in proper working condition.

Meet schedules and timelines.

Establish and maintain effective working relationships with others.

Perform a variety of clerical duties such as typing, filing and maintaining simple records as requested.

Establish work priorities to assure timely completion of projects.

Plan and organize work.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

~~Type at a rate of 50 net words per minute from clear copy.~~ Types at an acceptable rate of speed.

Provide work direction to student aides as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of general clerical experience including the operation of duplicating equipment.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

WORKING CONDITIONS:

Office environment; subject to fumes and noise from duplicating machines.