

PHOTOCOPY OPERATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a clerical position which involves responsibility for the operation of photocopy and/or microfilm machinery and related equipment in the legible reproduction of papers or legal documents. The work is carried out in accordance with established procedures. Supervision is received from higher level employees. Supervision over others is not normally a function of the position.

TYPICAL WORK ACTIVITIES:

1. Receives various materials to be photographed;
2. Prepares papers by chalking, darkening and indexing;
3. Prepares machine by adjusting camera for type of material, feeds paper into machine, giving documents proper sequence, placement and exposure;
4. Operates a variety of machines such as copiers, printers, readers, and film processors;
5. Makes minor adjustments and repairs to machinery and equipment;
6. Maintains files and records pertinent to the work;
7. Performs routine clerical work as assigned;
8. May type envelopes, cards, and labels for material copied;
9. May assist professionals and the public in the retrieval of legal instruments;
10. May perform duties such as collating, stapling, binding, hole drilling, saddle stitching, folding or shrink wrapping;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation of photocopy machines and equipment; working knowledge of office terminology and equipment; working knowledge of modern filing techniques; working knowledge of business arithmetic (i.e., addition, subtraction, multiplication and division); ability to understand and follow oral and written instructions; ability to learn techniques of microfilming; ability to learn minor repair techniques of photocopy equipment; ability to organize work effectively; accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from high school or high school equivalency and one year of clerical experience which included the operation of photocopy equipment;
- OR: (B) Completion of one year of full-time college, business school or other post high school training;
- OR: (C) Any equivalent combination of the training and experience indicated above.

NOTE: Work experience may be substituted for the above education requirement on a year-for-year basis.

SV6303

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