

PERSONNEL

DUPLICATION CLERK Salary Schedule 5 Range 5

DEFINITION

Under general supervision, operates duplicating machines for reproduction of such materials as bulletins, booklets, forms and circular letters; sets priorities based on recommendations or originators of the materials to be duplicated; adjusts paper feed and guides for different weights and sizes of stock; makes minor adjustments and performs minor maintenance work on the machine and maintains it in a good working condition; orders supplies for efficient operation of the machines; orders supplies for work room & print shop; orders instructional materials; keeps work area in a clean and orderly fashion; reports major maintenance problems to the Maintenance Technician for action; performs other related duties as assigned.

EXAMPLE OF DUTIES

Provide copy services for teachers and administration; store inventory and process books, materials and equipment; Prepare masters, collate, bind, count, wrap, and distribute duplicated materials; operate copiers, collator, paper cutter and other machines necessary for production of printed materials, organize print shop for filing and storage of materials; order & check in supplies; complete and file requisitions; perform clerical duties as assigned; assist with laminating, classroom materials and other related materials; orders replacement materials as directed; stocks workroom and print shop with supplies.

DESIRABLE QUALIFICATIONS

Knowledge of:

Basic office procedures and the operation of common office equipment, computers, and machines.

Ability to:

1. Set up and operate duplicating machines, laminators, collator, risographs and other office equipment as necessary for production of printed material.
2. Make minor adjustments to duplicating machines
3. Establish and maintain effective working relationships with others.
4. Operate a variety of office machines including a computer terminal and typewriter.
5. Meet schedules and timelines.
6. Perform a variety of clerical work.
8. Read, interpret, and follow rules, regulations, policies and procedures.
9. Ability to use advanced technology to operate print shop equipment.
10. Incorporated within one or more of the previously mentioned essential qualifications of this job description are the following essential physical requirements:

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|----|------------|------------------------|----|----------|------------------------|
| 1. | Seldom | = Less than 25 percent | 3. | Often | = 51-75 percent |
| 2. | Occasional | = 25-50 percent | 4. | Frequent | = 76 percent and above |

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|----------|----|---|
| <u>2</u> | a. | Ability to sit for extended periods of time. |
| <u>4</u> | b. | Ability to stand for extended periods of time and ascend and descend steps. |
| <u>4</u> | c. | Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students. |
| <u>4</u> | d. | Ability to hear and understand speech at normal levels. |

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- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 3 f. Ability to bend and twist, kneel and stoop.
- 2 g. Ability to lift 50 lbs.
- 2 h. Ability to carry 50 lbs.
- 3 i. Ability to reach all directions

EDUCATION:

High School diploma or equivalent

OTHER RELATED FUNCTIONS OF THIS POSITION:

Assumes other duties and responsibilities as assigned by district superintendent.

Employee: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Adopted: 4/18/2006

Revised: January 9, 2018

Revised: April 27, 2020