

**DEPARTMENT:** ALL APPLICABLE  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** AUGUST 3, 2023

**SENIOR DUPLICATING MACHINE OPERATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent is responsible for overseeing and participating in the operation of duplicating machines, performing clerical and account keeping tasks, and supervising lower level employees when assigned. The work involves responsibility for billing, projecting costs, and maintaining detailed records and reports. Employees are expected to efficiently and independently manage and operate the duplicating printers and auxiliary equipment in a full-quality print shop. Work is performed under the general direction of a supervisor who assigns work and checks for completion. Depending on the size and scope of responsibility, the incumbent may or may not supervise the work of subordinates. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Oversees the operation of and/or operates high-speed copiers and duplicating equipment and distributes finished material;
2. Provides customer service support to all staff members;
3. Collaborates with staff to design and produce quality print materials in an efficient and cost-effective manner;
4. Maintains the budget for paper and copy machine supplies;
5. Orders, maintains, and distributes inventory of stock, forms, paper and other supplies;
6. Prepares monthly reports on detail of all paper and copier product usage;
7. Performs preventative maintenance on machinery and makes minor repairs when necessary;
8. Provides project leadership in organizing tasks and scheduling of jobs;
9. Collaborates with service providers when repairs are necessary to ensure equipment is maintained properly;
10. May coordinate the schedule for bulk mailing;
11. Performs routine clerical and account keeping duties such as depositing cash and checks to bank accounts, delivering checks, and making minor purchases, sorting and delivering mail, and minor filing duties;
12. May handle, dispense, requisition replacement items and maintain an inventory of store items;
13. Delivers equipment and documents;
14. Picks up and delivers packages, building materials, supplies and mail - physically lifting items in excess of fifty (50) pounds when required;
15. Drives light motor vehicles and passenger vehicles for picking up and delivering materials, supplies, and assigned individuals;
16. Operates computer utilizing word processor, spreadsheets, databases, and design files;
17. Answers telephones and forwards messages to appropriate person;
18. When assigned, supervises and trains duplicating machine operations and/or employees assigned to courier duties;
19. When assigned, performs courier duties.

**CONTINUED**

## **SENIOR DUPLICATING MACHINE OPERATOR CONTINUED**

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the operation and maintenance of duplicating machine equipment and peripherals; Working knowledge of office terminology, procedures, and equipment; good knowledge of the operation and maintenance of auxiliary equipment, such as electric staplers, paper folders, etc.; good knowledge of inventory control procedures; working knowledge of business arithmetic and English; ability to operate computers and modern software programs at an acceptable rate of speed and accuracy; ability to understand and follow simple oral and written directions; ability to operate duplicating machines and related equipment; ability to maintain departmental budget; ability to maintain a system of inventory control; ability to make minor repairs and maintain duplicating and auxiliary equipment; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness; tact and courtesy; ability to drive an automobile; ability to lift weights in excess of fifty (50) pounds; physical condition commensurate with the requirements of the position.

### **MINIMUM QUALIFICATIONS:**

**PROMOTIONAL QUALIFICATIONS:** One (1) year of permanent competitive status as a Duplicating Machine Operator immediately preceding the date of written exam.

**OPEN COMPETITIVE QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma **AND** one (1) year of experience in the operation and maintenance of duplicating machine equipment.

### **SPECIAL REQUIREMENT:**

Possession of a valid New York State Driver's License at the time of appointment and for the duration of employment.