West Valley - Mission
Community College District

Class Specification

Duplicating Services Assistant

Classified Position (Non-Exempt Status)
Classified Office, Technician & Business Services Salary Schedule – Range 48

Definition

To perform duplicating and bindery services; to reproduce a variety of printed materials for district staff; and to provide technical information and assistance to users.

Distinguishing Characteristics

This is the journey level in the single level Duplicating Services Assistant class. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

Supervision Received and Exercised

Receives general supervision from an assigned supervisor.

Examples of Essential Duties

Duties may include, but are not limited to, the following:

- Operate high-speed high-volume digital copiers for both black and white and color projects, and operate bindery and finishing equipment, to produce a variety of printed material.
- Maintain and make minor repairs and adjustments to copiers as needed.
- Manage web-based digital storefront duplicating software programs.
- Order paper and copier supplies for college copiers.
- Develop and maintain chargeback system and calculate charges for all copying jobs; prepare reports of charges for district finance office.
- Collect and manage campus print consumables, through authorized recycling program.
- Route, manage or deliver printed materials as appropriate.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of

- Modern office practices and procedures.
- Methods and techniques of time management and work scheduling.
- Basic arithmetic calculations.
- Methods, processes, procedures, and equipment used in a digital print and copying center.
- Software associated with print management and document creation.
- Types of ink and paper stock used in duplicating work.
- Toner and imaging technology.
- Available media and paper stock.

Ability to

- Review, evaluate, organize, prioritize, and schedule duplicating requests.
- Clean, adjust, and make minor repairs to copying equipment.
- Operate and train others in use of a web-based duplicating ordering system.
- Set up, operate, and maintain duplicating machines and related equipment.
- On an intermittent basis, know and understand the operations of the unit; observe safety rules; analyze problem equipment, identify and locate necessary parts or supplies; interpret work orders; and explain operations to other employees.
- On a continuous basis, sit at desk and/or stand at counter for long periods of time. Intermittently twist and reach office equipment; use telephone; write and use keyboard to communicate through written means; run errands; and lift or carry weight of 25 pounds or less.
- Write routine reports and correspondence; maintain records and files.
- Use chemical solvents, toners, and cleaners safely.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain effective, cooperative, and collaborative working relationships with others.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience

Two years of responsible office experience.

Education

Equivalent to the completion of the twelfth grade.

License and Certificate

May need to possess an appropriate, valid California driver’s license as required by the position.

EEO Category: Skilled Craft

Approved Date: July 01, 2017