

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: **DUPLICATING SERVICES ASSISTANT**

BASIC FUNCTION

Under the direction of the Duplicating Services Technician, assists in the reproduction of printed materials for the district; operates and maintains a variety of duplicating equipment; performs other related duties as required or assigned.

ESSENTIAL DUTIES:

Reproduces a wide variety of printed materials for districtwide use.

Operates and performs routine maintenance to the reproduction equipment in the District's print shop; including, but not limited to, paper drill, folder, cutter and binder; and light table, as assigned.

Performs binding, stitching, folding, and packaging of printed materials.

Assists teachers, administrators, and other users to organize and prepare materials for printing.

Assists with graphic design.

Assists in developing printing schedules, maintains supplies, cost estimates, and maintains records for accounting purposes and cost control.

Assists in layout and design work; applies knowledge of reproduction methods and equipment to the design needs of users.

Maintains accurate records of work performed.

OTHER REPRESENTATIVE DUTIES:

May order supplies for department.

Performs other related duties as assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Receives assignments and functional direction from the Duplicating Services Technician. Reports to and is evaluated by the Assistant Superintendent, Educational Services.

Internal Contacts: Continuing contact with District personnel at all levels; including principals, administrators, officials, teachers, other employees and vendors.

External Contacts: Moderate contact with paper and graphics suppliers; occasional contact with graphic equipment suppliers.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Printing and related equipment; including, but not limited to, photocopiers, cutters.

Troubleshooting techniques required for the adjustment, maintenance and minor repairs to printers and other related equipment.

Materials, methods, and tools used in the reproduction of printed materials.

Various computer software programs.

Health and safety regulations and procedures.

Proper methods for storing equipment, materials and supplies.

ABILITY TO:

Perform skilled work in the reproduction of printed materials.

Operate a variety of computer software programs.

Utilize a variety of reproduction and other related equipment effectively.

Understand and follow oral and written directions.

Establish and maintain effective working relationships with others.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; hear and speak individually or in small groups. The employee is occasionally required to balance and stoop, kneel, or crouch. The employee must regularly lift and/or move objects weighing up to 70 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: (1) graduation from high school or equivalent GED; and (2) supplemented by recent vocational training in the set-up and use of reproduction equipment, including the maintenance and care of such equipment. Experience in or knowledge of printing layout and design work preferred.

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LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California Driver's License and a reliable motor vehicle for personal transportation.

REVISED BY: Classified Personnel Department DATE: 6/95

APPROVED BY: Board of Trustees DATE: 12/12/85

APPROVED BY: Personnel Commission DATE: 6/27/95

REVISED BY: Personnel Commission DATE: 5/23/00

REVISED BY: Personnel Commission DATE: 10/26/04

REVISED BY: Personnel Commission DATE: 10/11/2022