

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: REPROGRAPHICS OPERATOR (RANGE 13)

BASIC FUNCTION:

Under direction of an assigned supervisor, operate and maintain reprographic equipment.

REPRESENTATIVE DUTIES:

Operate reprographic equipment in the reproduction of materials. *E*

Make necessary adjustments of equipment for consistent printing of specified quality; assist with minor repairs. *E*

Maintain machine in operational order. *E*

Operate other related equipment such as paper cutter, stitcher, shrink wrap and folding machine. *E*

Order supplies. *E*

Log work orders and complete necessary records/forms for billing. *E*

Train others on reprographic equipment and assist in supervision of clerical program students. *E*

Move boxes and equipment as required. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation and care of reprographic and related equipment and supplies.

ABILITY TO:

Establish and maintain effective working relationships with other District employees.

Understand and carry out written and oral directions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: completion of the twelfth grade and one year of experience in the field of reprographics. Additional qualifying experience may be substituted for up to four years of education on a year for year basis.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate assigned reprographics and related equipment.

Seeing to make repairs.

Hearing and speaking to exchange information and train others.

Standing for extended periods of time.