CLASS TITLE: **COPY MACHINE OPERATOR**

DEFINITION: Under immediate supervision, performs work or routine difficulty in the operation of photocopy and other machines for the reproduction of materials, and performs related work as required.

EXAMPLE OF DUTIES:

- Operates photocopy machine in the reproduction of materials
- Operates punching, collating, stapling and binding equipment
- Trains on the operation of offset reproduction equipment
- Maintains the office in a clean and orderly condition
- Answers the Phone
- Delivers reproduced copies to offices

DESIRABLE QUALIFICATIONS:

Training and Experience: None.

Knowledge of:

- Reading, spelling and basic arithmetic
- Use of basic office machines

Skill in:

- Following oral and written instructions
- Establishing and maintaining effective working relationships

Ability to:

- Learn the operation of reproduction machines

Licenses and Certificates:

- A valid California driver's license