Job Title: Clerk, Duplication

Job Code: 61826

JOB SUMMARY

The Duplication Clerk is responsible for providing duplication services for a technical college or the System Office.

MAJOR DUTIES

Provides duplication services for technical college and System Office employees; 
Sorts and distributes mail, receives packages, and prepares materials for mailing; 
Inspects printed jobs for the purpose of completing jobs within requested specifications, quality standards and quantity requirements; 
Performs preventative maintenance to copiers and duplication machines; 
Stocks paper in work areas, refills copy machines, and assists in maintaining an inventory of supplies; 
Maintains accurate record of requests and number of services provided.

COMPETENCIES

Ability to operate copying, binding, duplication, and other office equipment 
Ability to diagnose and maintain copiers 
Oral and written communication skills 
Skill in interpersonal relations and in dealing with the public 
Organizational and planning skills 
Skill in the operation of computers and job related software programs

MINIMUM QUALIFICATIONS

High school diploma or equivalent

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.