

USD 313 EDUCATIONAL SUPPORT STAFF JOB DESCRIPTION

POSITION TITLE: **COPY OPERATOR**

SUPERVISOR: Print/Copy Supervisor

PAYMENT RATE: According to Board Policy.

CLASSIFICATION: Non-Exempt

QUALIFICATIONS:

1. High School diploma or equivalent
2. Working knowledge of office equipment
3. Must have communication skills (reading, writing, speaking, telephone and interpersonal)
4. Proficiency/experience with a PC
5. Responsible, punctual, dependable
6. Demonstrate ability to manage regular office routines

ESSENTIAL FUNCTIONS:

1. Interact with customers/staff via email, phone or greet visitors to the office in person to obtain job specifications and respond to copy requests, provide customer focused service.
2. Communicate effectively and work cooperatively with customers/staff to ensure timely response and problem resolution to end users for the purpose of providing excellent customer service.
3. Operate copiers, proficient in equipment and computer interface adjustments required to run various sizes, weights, of paper stock.
4. Proficient in operating bindery equipment; including but not limited to: cutter, stitcher, padder, electric drill press, 3-hole punch, comb, spiral and wire binders.
5. Responsible for minor maintenance of copy equipment by solving paper jams, placing service calls and conduct routine cleaning for the purpose of ensuring a safe work environment.
6. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
7. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Regular stooping, bending or reaching.
2. Ability to manually move, lift, carry, pull or push heavy objects or materials.
3. Requires prolonged standing, and use of equipment including repetitive motions.
4. Must be able to work independently without continuous supervision.
5. Must occasionally work in noisy and crowded environments, with numerous interruptions.
6. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.
7. Requires regular attendance and physical presence at the job.

TERMS OF EMPLOYMENT: At will.

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 5/13/2013