

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Copy Center Operator

BASIC FUNCTION: Under the supervision of the area Director, performs a variety of specialized work in a copy center in operating complex multifunctional digital high-speed copiers; performs a variety of routine general clerical work.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable – no permanent full-time staff to supervise.

REPRESENTATIVE DUTIES:

1. Operates digital high-speed copiers capable of running a minimum of 120 copies per minute.
2. Ensures appropriate copy exposure and size settings.
3. Performs electronic transfer and manipulation functions on the copier, such as revising text, resizing, screening photos, deleting, shifting and cropping images, and merging text.
4. Prepares complex materials for copying, setting up copiers according to specifications.
5. Prioritizes and schedules work and adjusts production as required to accommodate customer deadlines and maintain operational efficiency.
6. Cleans, adjusts, and performs routine maintenance on copier equipment according to prescribed procedures; makes minor repairs and adjustments as necessary; loads supplies; and order supplies.
7. Prepares and maintains production records and inventory of copier supplies.
8. Records job specifications and production costs using computer database or other.
9. Responds to complex inquiries about the multifunctional copying processes, job layout and schedules.
10. Provides cost information and/or estimates and answers customer questions regarding all aspects of document preparation.
11. Helps determine best use of hourly and work-study staff.
12. Maintains an in-depth knowledge of copyright laws and policies concerning reproduction of printed material.
13. Performs material handling activities such as moving supplies and cases of paper, assisting in loading and unloading copiers.
14. Participates in District-provided in-service training programs.
15. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
16. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school or GED equivalent is required.

EXPERIENCE: Two years of generally related clerical work or college business training is required. Prior copier/duplicator operation experience is desired.

KNOWLEDGE OF: Office practices and procedures, paper weights, and material layout.

ABILITY TO: Ability to communicate effectively both orally and in writing; operate and maintain multifunctional, digital, high-speed copiers and related equipment; to set up and operate high-speed copiers to meet complex job specifications.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

LICENSES/CERTIFICATIONS: None.

CONTACTS: Co-workers, staff, and students.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.