

DUPLICATING AIDE

NATURE OF WORK

This is unskilled to semi-skilled work performing a variety of tasks related to the printing field.

Work involves the operation of collators, automatic paper cutters, staplers, electrostatic duplicating machines, mimeographs, and other print shop equipment as assigned. Other duties include unloading stock and supplies, maintaining stock control cards, and maintaining adequate supplies of stock for equipment operators. As experience is gained, employees in this class perform duties under limited supervision. Work is reviewed by spot-checks and quality of finished products.

ILLUSTRATIVE EXAMPLES OF WORK

Operates and maintains mimeographs, collators, automatic paper cutter, electrostatic duplicating machines, and other equipment on a training basis.

Ensures adequate inventory of paper stock; maintains stock control cards; ensures that equipment operators have adequate quantities of paper; reports stock shortages to supervisor.

Transports materials to mail room; cleans and assists in maintenance of print shop equipment and working areas.

Performs related work as required.

REQUIREMENTS OF WORK

Some mechanical experience, preferably including some experience in stock control; graduation from high school; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Some knowledge of printing and printed materials.

Ability to learn to operate a wide variety of printing, binding, and related equipment.

Physical strength sufficient to lift and move heavy objects.

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