Copy Center Associate

Purpose Statement

The job of Copy Center Associate is done for the purpose/s of providing support to the duplicating process with specific responsibilities for completing requests in accordance with work order specifications, including copying, collating, binding, and paper stock; assisting with design and layout of materials; ensuring the safe and efficient operation of reproduction equipment; and delivering completed materials within established timeliness while also prioritizing the changing needs of the school district as a whole.

This job reports to Director of Purchasing & Distribution Services.

Essential Functions

- Addresses copyright issues prior to production for the purpose of ensuring legal requirements are met.
- Coordinates with the Curriculum Department and other student services such as summer school for the purpose of planning large distribution changes and future needs.
- Duplicates documents (e.g. announcements, forms, letterhead, fliers, pamphlets, etc.) for the purpose of providing materials needed by school personnel for instruction, conferences, special events and meetings.
- Inspects copied jobs for the purpose of completing jobs within requested specifications, quality standard, and quantity requirements.
- Maintains manual and electronic documents, files and records (e.g. job orders, originals, inventory of handbooks, cost analyses, printing requisitions, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Orders supplies and materials from internal and external sources for the purpose of ensuring the availability of supplies as needed.
- Performs minor repairs and routine maintenance for the purpose of maintaining bindery machines and equipment in good working condition.
- Prepares completed jobs (e.g. binding, collating, shrink-wrapping, etc.) for the purpose of packaging jobs for distribution.
- Provides consistent interaction with staff via email, phone, or in person for the purpose of providing good customer service.
- Responds to inquiries in a timely manner for the purpose of providing information and/or direction.
- Reviews job orders and provided files for the purpose of ensuring all requirements and formatting are set up appropriately.
- Schedules printing and duplicating services (e.g. bulletins, newsletters, booklets, and special requests, etc.) for the purpose of ensuring availability of completed materials by requested completion date.
- Troubleshoots issues with staff and technology team for the purpose of ensuring quality production.
Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in reprographics processes; strong customer service skills; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: operation of bindery and high speed photocopying equipment; and safety practices and procedures.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; setting priorities; displaying mechanical aptitude; problem solving; and working with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 70% walking, 10% standing. The job is performed in some varying atmospheric conditions.

Lifting up to 50 lbs.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing: None Specified

Certificates and Licenses: None Specified

Continuing Educ. / Training: None Specified

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Non Exempt

Approval Date: 7/1/2022

Salary Grade: See Classified Salary Schedule

Revised Date: 

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The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.