

**DEPARTMENT:** ALL APPLICABLE  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** JUNE 25, 2015

### **DUPLICATING MACHINE OPERATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent operates duplicating machines and performs clerical duties. This differs from a clerk position as it requires a driver's license and the ability to lift in excess of fifty (50) pounds to carry out the duties assigned this field. Work is performed under the general direction of a supervisor who assigns work and checks for completion. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

1. Operates duplicating machines and distributes finished material;
2. Performs routine clerical duties such as maintaining inventories, sorting and delivering mail, and minor filing duties;
3. Performs clerical duties such as depositing cash and checks to bank accounts, delivering checks, and making minor purchases;
4. May handle, dispense, requisition replacement items and maintain an inventory of store items;
5. Delivers equipment and documents;
6. Picks up and delivers packages, building materials, supplies and mail - physically lifting items in excess of fifty (50) pounds when required;
7. Drives light motor vehicles and passenger vehicles for picking up and delivering materials, supplies, and assigned individuals;
8. Operates computer utilizing word processor, spreadsheets, databases, and design files;
9. Answers telephones and forwards messages to appropriate person.

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of office terminology, procedures, and equipment; working knowledge of business arithmetic and English; ability to operate computers and modern software programs at an acceptable rate of speed and accuracy; ability to understand and follow simple oral and written directions; ability to operate duplicating machines; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness; tact and courtesy; ability to drive an automobile; ability to lift weights in excess of fifty (50) pounds; physical condition commensurate with the requirements of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma **AND** four (4) months experience in the operation of duplicating machines and/or a photocopier.

#### **SPECIAL REQUIREMENT:**

Possession of a valid New York State Driver's License at the time of appointment and for the duration of employment.