

MORGAN STATE UNIVERSITY JOB SPECIFICATON



PS HIGH SPEED COPIER OPERATOR II

Class Code: N1112

FLSA Code: N/E (Non-Exempt)

Pay Range: 07

JOB SUMMARY

Under general supervision, performs specialized work in a copy/print center in operating a complex multifunctional high-speed copier with capabilities such as a document feeder, electronic transmission or disk conversion, one-pass duplexing, collating and stapling, feeding from multiple paper trays, copying on up to 11x17 paper, reduction/ enlargement, thermal glue binding, screening photos and electronic cut and paste.

PRIMARY DUTIES

1. Operates high-speed copier capable of running at a minimum of 120 copies per minute. Prepares copier to operate in simplex or duplex mode, to collate, staple or glue bind. Assures appropriate copy exposure and size settings.
2. Sets up individual print programs, organizes and saves job programs.
3. Performs electronic transfer and manipulation functions on the copier such as revising text, resizing, screening photos, reproducing halftones, deleting, shifting and cropping images, and merging text.
4. Prepares moderately complex materials for copying such as halftones, brochures and bound books. Sets up copier according to specifications.
5. Cleans, adjusts and performs routine maintenance on copier equipment according to prescribed procedures. Loads supplies such as stitcher wire, toner, paper and clears paper jams.
6. Prepares and maintains production records and inventory of copier supplies.
7. Responds to moderately complex inquiries about the multifunctional copying processes, job layout and schedules.

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8. Performs material handling activities such as moving supplies and cases of paper, assisting in loading and unloading copiers and stocking shelves.

Note:

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED

EXPERIENCE: Two years experience in the operation of a high speed copier.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Working knowledge of the operation and maintenance of a high speed copier. Skill in setting up and operating high speed copiers to meet complex job specifications. Ability to lift, transport and stock copier supplies, paper, and related equipment; to maintain effective working relationships with others; to communicate effectively both orally and in writing; to follow oral and written instructions; to perceive the normal color spectrum; to wear and work in personal protective equipment.

OTHER:

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job.