

**PERALTA COMMUNITY COLLEGE DISTRICT - January, 1982**

**CLASSIFIED JOB DESCRIPTION**

**SENIOR DUPLICATING SERVICES TECHNICIAN  
(SEIU Local 1021 Salary Range 49)  
Job Code: 055**

**CLASS PURPOSE**

Under direction, performs advanced journey-level work involving supervision of and participation in the operation of a duplicating section.

**WORK SCHEDULE**

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

**EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- supervises and assigns work to student assistants
- operates and supervises operations of offset and direct impression duplicating equipment and related bindery equipment
- maintains records of work assigned and completed
- maintains prescribed standards of work production
- responsible for operating efficiency of equipment and staff
- maintains files of masters for all departments
- inventories and orders supplies as needed
- sets up and types photo-ready copy on IBM composer for activities such as musical programs
- contacts vendors and/or salespersons for best prices on supplies
- submits requisitions for supplies, maintenance contracts, replacement equipment, and new equipment
- trains new workers on the use of equipment
- Performs other related duties as required.

**Job Description:** Senior Duplicating Services Technician

**MINIMUM QUALIFICATIONS**

1. Three years experience in the operation of offset duplicating machines and/or any combination of training and experience that could likely provide the desired knowledge and abilities.
2. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

**DESIRABLE QUALIFICATIONS**

- Knowledge of:
  - operations and care of offset duplicating machines and photographic equipment used in making masters
  - inks and paper stock used in duplicating work
  - general binder procedures and operation of related equipment
  - types and operations of offset duplicating machines, direct impression duplicating equipment, and related bindery equipment
  - office methods, practices, and procedures
  - techniques of supervision and training
- Ability to:
  - operate and make minor adjustments to offset duplicating machines and associated equipment and to maintain them in good working condition
  - understand and carry out oral and written directions
  - work cooperatively with those contacted in the course of work
  - set up and operate offset duplicating machines and equipment used in bindery operations
  - operate photographic equipment for making masters
  - work under pressure to schedule deadlines
  - train operators and student assistants
  - plan and supervise the work of a duplication section
  - operate photographic equipment for making masters
  - perform miscellaneous clerical work
  - train and supervise student assistants

**ENVIRONMENTAL DEMANDS**

- Occasional work performed alone
- Constant work around and with people

**PHYSICAL REQUIREMENTS**

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body

**Job Description:** Senior Duplicating Services Technician

- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

**TOOLS AND EQUIPMENT USED**

- Standard Office Equipment.
- Reproduction machine and ancillary equipment

Revised:        May, 1998  
                     May, 2000