

**PERALTA COMMUNITY COLLEGE DISTRICT - December, 1996**

**CLASSIFIED JOB DESCRIPTION**

**SENIOR DUPLICATING AND SUPPORT SERVICES TECHNICIAN  
(SEIU Local 1021 Salary Range 049)  
Job Code: 809**

**CLASS PURPOSE**

Under general supervision, provides duplicating and reproduction services. Processes incoming and outgoing mail for District Office. Processes third class mail Districtwide, and maintains and distributes supplies. Performs other related duties as required.

**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.

- Operates a variety of high volume duplicating machines in the reproduction and duplication of board materials, job announcements, reports, various brochures, manuals, papers, directories, memos, etc. based on specifications outlined in the Duplication Work Order
- Prioritizes work orders
- Plans layouts
- Collates and assembles various materials
- Adjusts paper feed and guides for different weights and sizes of stock
- Adjusts rollers and replaces ink cartridges
- Troubleshoots problems
- Cleans, lubricates and maintains equipment for proper operation
- Performs minor repairs
- Maintains record of number of copies made
- Inventories and orders duplicating paper and other copier supplies
- Trains District key operators in the proper operation of the copiers
- Provides duplicating services to all campuses on an emergency basis

**Job Description:** Senior Duplicating and Support Services Technician

- Receives, sorts, and distributes all incoming mail (inter-District mail) and outgoing mail (first class and third class mail)
- Opens and redirects improperly addressed mail to appropriate personnel, campus, or District departments utilizing mainframe computer terminal
- Weighs and meters all U.S. first class and foreign mail minimizing postal cost ensuring lowest postage is used in compliance with postal regulations
- Processes outgoing third class mail Districtwide ensuring that it is sorted and bundled into zip code prefix groups correctly
- Calculates amount of postage used
- Completes required U.S. postal forms
- Maintains record of postage usage
- Provides training to District and college staff on the procedures for processing third class mail
- Interprets and applies U.S. Postal regulations
- Implements U.S. Postal regulations changes
- Operates and maintains postal machine as needed
- Orders and dispenses general office supplies for District Office departments
- Maintains stock levels and monitors existing inventory of general office supplies to meet departmental needs
- Orders supplies via the computerized automated requisition system and from outside vendors as needed
- Operates modern office equipment, including IBM typewriter, ten-key calculator, and mainframe computer terminal
- Receives FAXs and forwards to appropriate department and transmits FAXs as directed
- Makes transparencies
- May train and supervise student assistants
- Ensures postage available as needed
- Maintains and updates postage scale as needed
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

1. Three years of experience in the operation of high volume duplicating equipment, postage machines, fax machines, mainframe computer terminals, and personal computers, including one year of experience processing first class and third class mail, or an equivalent combination of training and experience that could likely provide the desired knowledge and abilities to perform the duties of the position.

**Job Description:** Senior Duplicating and Support Services Technician

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:
  - Postal regulations, laws and procedures
  - Use of postal processing equipment
  - Elements of arithmetic calculations
  - Ordering supplies and requisition procedures
  - Copyright laws
- Ability to:
  - Process and distribute a large quantity of mail quickly and accurately
  - Stand for long periods of time performing repetitious motions
  - Lift mailbags, tubs, and maneuver weights up to 60 lbs.
  - Keep accurate records
  - Work under deadlines and time pressures
  - Follow oral and written directions
  - Maintain cooperative working relationships with those contracted during the course of work

**MENTAL REQUIREMENTS**

- Ability to interpret postal and copyright rules and regulations and apply them to the job.

**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
- 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

**Job Description:** Senior Duplicating and Support Services Technician

- 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.

Revised: N/A