



## Job Description

Title: Copy Center Operator	Salary Band: A13
CBA Position: KCSS	Band Range: \$30,521-\$39,677
Department: Copy Center/Mail Center	FY14 Budget:
Reporting Manager: Copy Center Manager	Account Number:
Direct Reports: None	ICCB Class:
FLSA: Non-Exempt	KC Status (Class): Support Staff
Expected Hours of Work: 40	POSD:

### Job Summary:

Provide assistance in the fulfillment of work order requests for various copy needs, while assisting mail services when necessary. Operate copier machines, process mail and shipments, and perform related tasks.

**Supervisory Responsibilities:** None

### Minimum Qualifications/Basic Job Requirements:

- High School Diploma or equivalent
- Valid Illinois Driver's License
- Fork-lift certification (preferred, will train successful candidate)

### Illustrative Examples of Essential Functions:

- Complete work orders for faculty and staff using copier or printing systems.
- Maintain all equipment in proper working condition by making necessary repairs and adjustments whenever possible. Call repair service whenever necessary. Report all malfunctions to supervisor.
- Record all work orders as they are completed in the log book.
- Maintain accurate record of paper inventory.
- Maintain appropriate supply of inventory.
- Conduct self responsibly in all facets of job relating to health and safety procedures.
- Provide reception duties for the Copy Center by assisting students, faculty, and staff in greeting them at the front desk, answering phone calls, or receiving and responding to correspondence as necessary.
- Perform other duties of a similar nature as directed.

### (Core Competencies) Knowledge, Skills, and Abilities:

- Possess strong organizational skills
- Possess applied knowledge of copier and p(ocedures.)5.3( :2(rr )Tn)9j/TT7 1 Tf.29 0 TD(Possess str

Understanding of advanced computer operations and office equipment  
Demonstrates efficient keyboard and data entry accuracy and speed

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