

LIBERTY UNION HIGH SCHOOL DISTRICT
DUPLICATION/MULTIMEDIA CLERK

DEFINITION

Under supervision, operate duplicating equipment in the production of forms, charts, bulletins, instructional materials and other printing jobs; organize and schedule duplicating operations; assist other personnel in the preparation of instructional materials; assist in the circulation of audiovisual/electronic materials and equipment; coordinate the circulation of textbooks; and do related work as required.

EXAMPLES OF DUTIES

Operates a duplicating machine in the production of printed materials; prepares material for duplication; duplicates, assembles, and collates materials; determines what equipment to use for each job; makes minor adjustments to duplicating machines and maintains them in good working condition; maintains an inventory of paper, ink, and associated supplies; trains and provides guidance to others in the operations of duplicating equipment; coordinates with personnel about circulation processing, distributing and collecting textbooks and audiovisual materials; assures equipment is in operating order; types and proof-reads prepared materials; processes and collects late fees; maintains daily records and monthly reports of printing jobs; performs related work as required.

QUALIFICATIONS

Knowledge of:

Modern office methods, practices, and procedures including word processing and spreadsheets;
Correct English usage, spelling, grammar, and punctuation;
Operation and care of duplicating equipment;
Operation and care of audiovisual equipment.

Ability to:

Organize and perform printing activities without direct supervision;
Operate machines and equipment in a safe and efficient manner;
Clean and maintain equipment used;
Demonstrate mechanical aptitude;
Make minor adjustments to equipment used and maintain it in good working condition;
Keep accurate records, write clearly, speak clearly and effectively;
Make arithmetical calculations quickly and accurately;
Maintain supply inventory;
Perform simple typing tasks;
Learn textbook database systems;
Understand and carry out oral and written directions;
Maintain cooperative relationships with staff and students;
Deal effectively with a wide variety of personalities in situations requiring diplomacy, friendliness, poise, tact and good judgement.

Experience:

One year experience in the operation of duplicating equipment.

Education:

Equivalent to the completion of the twelfth grade.