

PHOTOCOPY TECHNICIAN	4797
ASSISTANT PHOTOCOPY TECHNICIAN	4798

## DEFINITION

Monitors digital printing and copying operations by programming, operating, adjusting, and maintaining networked, high-speed digital printers, color printers, scanners, and CD burners and operating automatic bindery equipment in the production of various printed materials. In addition, a Photocopy Technician determines priorities for and may provide work direction over lower-level personnel.

## TYPICAL DUTIES

Responds to inquiries from customers regarding status of orders, job costs, and related matters and communicates supply needs to vendors.  
Programs, adjusts, maintains and operates high-speed digital printers, color printers, scanners, and CD burners.  
Makes minor repairs to printers and related equipment.  
Performs various copy preparation tasks, including paste-up, layout, and scanning and manipulating images using various text and graphics software applications.  
Operates various automatic bindery equipment, collators, stitchers, folders, a paper drill, and paper cutters.  
Maintains an inventory of reprographic supplies and orders materials to ensure timely production of printed forms.  
Proofs and edits work and monitors copy quality.  
Keeps records of job requests, status of orders, completion dates, and other information.  
Develops cost analysis to properly charge jobs to customers.  
Coordinates with software, hardware, and equipment technicians as needed.  
Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Photocopy Technician determines priorities; may provide work direction; and participates in the programming, monitoring, maintaining, adjusting, and operating of networked, high-speed digital printers, scanners, color printers, and bindery equipment in producing a variety of printed materials.

An Assistant Photocopy Technician programs, monitors, maintains, adjusts, and operates networked, high-speed digital printers, scanners, color printers, and bindery equipment in producing a variety of printed materials.

An Offset Press Operator performs skilled work in setting up, operating, and maintaining a web-fed offset press; a tandem press capable of simultaneous, two-color reproduction; or a press which produces up to 19" x 25" printed sheets.

A Senior Offset Machine Operator performs skilled work in setting up, operating, and maintaining offset duplicators that produce up to 11" x 17" printed sheets and organizes and gives work direction for the work of Offset Machine Operators.

## SUPERVISION

A Photocopy Technician receives general supervision from the Reprographic Services Coordinator or Reprographic Services Manager. Work direction may be exercised over Stock Workers and lower-level reprographics personnel. An Assistant Photocopy Technician receives work direction from a Photocopy Technician.

## CLASS QUALIFICATIONS

### Knowledge of:

Operation, adjustment, and care of networked, high-speed digital printers, color printers, scanners and CD burners  
Methods and materials used for digital printers, color printers, scanners and CD burners  
Software applications related to the operation of high-speed digital printers, color printers and scanners

### Ability to:

Prioritize jobs and give work direction to others, when needed (Photocopy Technician only)  
Operate networked digital printers, color printers, scanners, and CD burners with speed and accuracy  
Make adjustments and minor repairs to printers, and bindery equipment  
Exercise tact and discretion  
Perform effectively while under the pressures of stringent time limits and high production demands  
Communicate equipment problems to service personnel and understand and follow instructions  
Maintain accurate records of jobs  
Perform basic mathematical functions needed for photocopy operation and to compute job costs

### Special Physical Requirements:

Stand and walk on concrete and tile floors for long periods of time  
Lift and move cartons weighing up to 60 pounds

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented with courses in graphic arts, graphic software, scanning, and computer operation.

### Experience:

Photocopy Technician: One year of paid experience in the operation of high-speed digital printers, color printers, and scanners.

Assistant Photocopy Technician: Six months of paid experience in the operation of high-speed digital printers, color printers, and scanners.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised  
08-24-05  
RH

Reviewed  
03-06-07  
MT