



REVISED:
07/01/2015

JOB TITLE:	BINDERY/COPY TECHNICIAN
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8020
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Responsible for operation of computer-equipped copy production equipment to scan, merge and produce documents; responsible for bindery and distribution functions.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Manages computer-equipped (digital) copy production equipment to scan, merge, copy, and bind documents
- Produces high-quality double- and single-sided documents
- Manages print queues and moves jobs to other queues
- Manages and maintains public storage for print files and file servers
- Maintains equipment in efficient working order, making adjustments, diagnosing problems as they occur, and corresponding with service technicians
- Programs high-speed digital copier and scans documents for reproduction
- Maintains inventory and supplies for copier
- Interprets and makes independent judgments concerning copyright laws and regulations
- Operates production bindery equipment including hole drill, cutter, folder, collator, and stitcher
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires bending, squatting, climbing and reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving being around moving machinery, noise, and exposure to dust, fumes and gases. The work requires the use of feet for repetitive movements.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Basic computer skills
- Experience in operation of print room equipment
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Knowledge of operation of copy equipment
- Ability to work independently