



Fremont Unified School District Classified Job Description

Duplication Technician

Definition

The Duplication Technician reports to the Director of Purchasing. Under direction, monitors and operates duplicating machines, scanners, and associated shop equipment; reproduces printed materials; scans and catalogs documents; records and maintains data related to Duplication Requests; and performs other job-related duties as required.

Essential Duties and Responsibilities

Depending on the assignment, duties may include but are not limited to the following:

- Operates duplicating machines and associated shop equipment in the reproduction of forms, charts, letters, booklets, and other materials. Prioritizes and manages all Duplicating Requests.
- Assist customers with minor revisions, design, and layout of copy ready originals for duplication.
- Prioritizes and schedules work of Duplication Technician Assistant.
- Provides customer service. Calculates and offers estimates and total costs for Duplicating Requests.
- Records and maintains data related to Duplicating Requests; including billing and tracking of assigned and completed Requests.
- Receives, tracks, and submits payments to appropriate department.
- Orders and keeps records of paper and supplies.
- Unloads printing supplies and stocks shelves as necessary.
- Scans and catalogs district documents.
- Makes minor equipment repairs and adjustments as necessary and/or place service calls.

Qualifications

Successful Experience in:

- Operations care, usage, and minor maintenance of duplicating machines;
- General bindery procedures and operation of shop equipment;
- Basic accounting and billing concepts;
- Computer equipment and programs related to duplication;
- Knowledge of paper types, sizes, and weights.

Ability to:

- Operate duplication equipment and related shop equipment
- Plan and monitor the work of the duplication center
- Estimate costs of various types of printing jobs;
- Use computers to edit and correct masters for printing;
- Lift and move boxes of paper and related supplies up to 50 lbs, or heavier with the assistance of appropriate equipment
- Maintain accurate records and prepare necessary reports;
- Understand and carry out oral and written directions;
- Work independently and with deadlines;
- Establish and maintain cooperative relationships with those contacted in the course of work.

Education: Equivalent to completion of high school with the addition of several related post-secondary courses.

Experience: Two years of related experience.

Licenses and Certificates N/A

Physical Demands and Work Settings:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting up to 50 lbs., carrying, pushing, and/or pulling some stooping, kneeling, crouching, and significant fine finger dexterity. Must possess mobility to work in a standard office setting, use standard office equipment, including a computer, and to travel to various school and home sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

Required Testing Pre-employment Proficiency Test may be required

Clearances Criminal Background Clearance

<u>FLSA Status</u>	<u>Approval Date</u>	<u>Salary Range</u>
Non-exempt	N: 12/68 R: 11/85 R: 03/80 R: 02/97 R: 09/15	CSEA 25

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed with the job.

The Fremont Unified School District is an Equal Opportunity/Affirmative Action Employer. The Fremont Unified School District Governing Board prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender or sexual orientation at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy.

For the complete FUSD Board Policy 4030 Nondiscrimination in Employment visit the FUSD website:
<http://www.fremont.k12.ca.us>