

July 1989

COPY & MICROGRAPHICS ASSISTANT

DEFINITION

Under supervision, to operate and maintain direct impression duplicating machines and microfilm equipment; to operate a wide variety of related duplication equipment; and to perform other job related work as required.

EXAMPLES OF DUTIES

Performs a wide variety of skilled reproduction work; operates direct impression duplicating equipment and microfilm equipment; assists in the preparation of camera ready originals to reproduce materials such as brochures, flyers, forms, schedules, cards, registration, instructional and promotional materials; operates large volume copier and collator; operates microfilmer, microfilm reader, embossograph, mimeograph, stencil cutter and miscellaneous finishing tools; prepares records for microfilming; operates microfilm equipment to copy and preserve documents; records identifying information; prepares identifying labels and distributes film for storage; performs operator-required preventative maintenance and cleaning of equipment; operates, adjusts and maintains related equipment; requisitions supplies and parts; in coordination with copier and microfilm equipment operation responsibilities, inputs information for workload and activity accounting; maintains a variety of records and prepares periodic reports of activity by user, type of job, and costs; performs a variety of general office support duties; types materials; operates standard office equipment; keeps labor and material records.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic office methods, practices and terminology;
- Operation, maintenance and care of copiers, microfilm and related printing, photographic, duplicating and binding equipment;
- Printing materials and supplies;
- English usage, vocabulary, grammar and spelling;
- Basic graphic arts techniques and methods;
- Safe work practices;
- Basic recordkeeping and mathematics.

Ability to:

- Skillfully operate copiers, microfilers and related printing, duplicating and binding equipment;
- Use a typewriter or computer terminal at a skilled level and with the degree of accuracy to meet job requirements;
- Plan work to meet time deadlines;
- Establish and maintain cooperative working relationships with others;
- Maintain basic records;
- Understand and carry out oral and written instructions;
- Read and write at the level required for successful job performance.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

Six months of experience or equivalent training in reproduction and microfilm work preferably including large, commercial production type copiers.