

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

CLASS TITLE: DUPLICATIONS TECHNICIAN

SALARY TABLE: 29

SALARY RANGE: 22

BASIC FUNCTION:

Under the direction of an assigned supervisor, operate high-speed reprographic and finishing equipment in the reproduction of a variety of College materials; collect, sort and process outgoing College mail.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Operate high-speed reprographic and finishing equipment in the reproduction of tests, flyers, forms, posters, books and a variety of other College materials; receive and assist in scheduling and prioritizing printing orders from various departments and personnel.

Prepare copiers for extended production runs and monitor equipment during the duplication process; review completed jobs and monitor works in progress to assure proper application of paper weights and sizes, digital printing processes, inks and related specifications.

Review work submitted for reproduction; proofread work to assure completeness, quality and clarity of original copy; assist in layout and design of printed material as necessary; assemble, hole punch, stitch, fold, bind and staple reproduced materials; distribute completed projects; assist in assuring printing jobs meet established time lines.

Collect, sort and process outgoing College mail; utilize related postage equipment and mail processing machines; assure proper application of postal fees.

Serve as an informational resource concerning duplication functions and printing projects; respond to inquiries and provide information and assistance concerning related time lines, requirements and specifications; assist students and staff with operating duplication equipment; answer telephone calls.

Communicate with College personnel and various outside organizations to exchange information and resolve issues or concerns.

Monitor inventory levels of printing supplies; order, receive and maintain adequate inventory levels of supplies.

Maintain equipment in proper working condition; clear paper jams; replace toner and adjust minor malfunctions; perform minor repairs on duplication and other equipment as directed.

OTHER DUTIES:

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Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Office duplicating processes and machines including high speed copiers and related finishing equipment.

Principles, processes and equipment used in duplicating and high speed photocopying.

Methods of layout and design.

Processing of outgoing mail and operation of postal machines and related equipment.

Inks and paper stock used in printing.

Oral and written communication skills.

Health and safety regulations.

Interpersonal skills using, tact, patience and courtesy.

ABILITY TO:

Operate high-speed reprographic and finishing equipment in the reproduction of a variety of College materials.

Assemble, hole punch, stitch, fold, bind and staple reproduced materials.

Review completed jobs and monitor works in progress to assure proper application of paper weights and sizes, digital printing processes, inks and related specifications.

Operate a computer terminal and related publishing software applications.

Maintain, adjust and perform routine maintenance to equipment.

Utilize postage equipment and collect, sort and process outgoing College mail.

Complete work with many interruptions.

Meet schedules and time lines.

Understand and follow oral and written instructions.

Observe health and safety regulations.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of clerical experience including operation of duplication and postage equipment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of duplication equipment.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing or pulling heavy objects as assigned by position.

Seeing to read a variety of materials and monitor printing operations.

Bending at the waist, kneeling or crouching to retrieve and store supplies.

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Reaching overhead, above shoulders and horizontally.
Hearing and speaking to exchange information.

HAZARDS:

Working around or with machinery having moving parts.