

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Duplicating Clerk	<i>BOT Date:</i> Oct 1, 1996		
<i>Level:</i> L	<i>FLSA Status:</i> Non-exempt	<i>Class Code:</i> N1202	<i>Adm. Rev:</i>

GENERAL DESCRIPTION

Makes high quality reproductions from original copy to include duplicating tests, exams, books, handouts, manuals and other documentation as requested. Typically reproduces copy in high volume. Ensures duplicating equipment is operating properly.

KEY RESPONSIBILITIES

% OF TIME

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1. *	Sets up and operates duplicating machinery in order to reproduce tests, exams, lab manuals, booklets, forms and other documentation as requested.	35%
2. *	Binds, hole punches, cuts, staples and/or collates documents as requested.	10%
3. *	Logs all job requests and copy charges.	10%
4.	Keeps track of duplicating supplies and informs supervisor of needed supplies.	15%
5.	Notifies requestor when work is completed and/or distributes duplicated materials into mailboxes	10%
6.	Calls for service and/or cleans, oils, adjusts and makes minor repairs to duplicating equipment.	10%
7.	May train new workers on use of duplicating machines and related equipment.	5%
8.	Records month-end meter readings.	5%
9.	Performs other similar and related duties as requested.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
<i>Formal Education:</i>	H.S. Diploma or GED required.	
<i>Work Experience:</i>	1 year prior related work experience required.	
<i>Planning Scope:</i>	Seldom plans beyond the current day.	
<i>Planning Level:</i>	Planning activities in this position affects the position only.	
<i>Impact on Budgets:</i>	No impact on operating budgets.	
<i>Impact on Grant Funds:</i>	No impact on grant funds.	
<i>Impact on Revenue Generating:</i>	No impact on revenues.	
<i>Impact of Decisions:</i>	Impact is limited to decisions and planning within a small group or activity and normally affect only the assigned department.	
<i>Complexity:</i>	Work consists of routine tasks, processes or operations.	
<i>Decision Making:</i>	Work may occasionally involve non-standard assignments; there is limited opportunity for independent judgment.	
<i>Problem Solving:</i>	Work tasks follow the same order and require little interpretation. Problems can be solved by choosing between a few clear choices as spelled out through talking with supervisor.	
<i>Communication with Others:</i>	Regular internal contact within the department and other departments, and occasional contact with outside agencies and the general public, supplying or seeking information.	
<i>Supervision of Others:</i>	None required.	
<i>Job-Related Knowledge:</i>	Requires intermediate skills with knowledge of office or operational procedures. Performs basic typing/word processing, bookkeeping, checking of records and posting of information to a database/spreadsheet, following instructions.	
<i>Innovation/Creativity:</i>	Ideas contributed affect primarily the position. Opportunities for innovations are rare.	
<i>Working Conditions/ Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.	