

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

Class Title: Duplicating Specialist

BOT Date: June 22, 1998

Level: K

FLSA Status: Non-exempt

Class Code: N1114

Adm. Rev:

GENERAL DESCRIPTION

Provides administrative support for Campus Services programs. Responsibilities include typing general correspondence, operating copy machines and other office equipment, distributing mail, purchasing supplies and managing telephones. Troubleshoots student problems and provides assistance.

KEY RESPONSIBILITIES

% OF TIME

- | | KEY RESPONSIBILITIES | % OF TIME |
|------|---|-----------|
| 1. * | Types, proofreads and distributes general correspondence, including letters, memos, mailings, and announcements. Purchases and distributes supplies for department faculty and staff. Distributes mail. | 50% |
| 2. * | Answer telephones, respond to routine questions or direct caller to appropriate party. Records and relays messages as needed | 15% |
| 3. * | Purchase supplies for and operates copy machines. Utilizes other office equipment including printers, folding machines, shredders, binding machines. | 20% |
| 4. | Directs the work of lower level staff members. | 10% |
| 5. | Troubleshoots student problems and provides assistance. | 5% |
| 6. | Performs other similar and related duties as required. | |

* Indicates an "essential" job function.

Class Title: Duplicating Specialist	Class Code: N1114	Level: K
KEY JOB REQUIREMENTS		
<i>Formal Education:</i>	H.S. Diploma or GED required.	
<i>Work Experience:</i>	1 to 2 years.	
<i>Planning Scope:</i>	Plans events that are expected to occur within a few working days.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the unit or small group.	
<i>Impact on Budgets:</i>	Provides incidental services indirectly related to the use or misuse of expenses or revenues.	
<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>	Decisions and impact are normally limited to the position.	
<i>Complexity:</i>	Work consists of moderately complex procedures and tasks where basic analytic ability is required. Answers are usually found by selecting from specific choices defined in work policies or procedures.	
<i>Decision Making:</i>	Ongoing supervision is provided on an "as needed" basis. Some independent judgment is necessary.	
<i>Problem Solving:</i>	Work tasks follow the same order and require little interpretation. Problems are solved by talking with the supervisor.	
<i>Internal Contacts:</i>	Regular contact within the department and periodic contacts with other departments, supplying or seeking information on specialized matters.	
<i>External Contacts:</i>	Regular contact with outside agencies and the general public, supplying or seeking information on specialized matters.	
<i>Level of Supervisory Responsibility:</i>	Involves no responsibility or authority for the directions of others.	
<i>Nature of Work Supervised:</i>	Nature of work supervised is limited to highly standardized, routine administrative duties.	
<i>Job-Related Knowledge:</i>	Knowledge of office or operational procedures is needed. Performs basic typing/work-processing, bookkeeping, checking of records and posting of information to a database/spreadsheet, following written or verbal instructions.	
<i>Innovation/Creativity:</i>	Occasional involvement in projects that result in new ideas or methods. Improved methods generally affect the immediate department.	
<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.	