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NASSAU COUNTY

**Title : DUPLICATING MACHINE
OPERATOR AIDE**

SCHOOL DISTRICTS

Code: 850050 6ML

CLASS SPECIFICATION

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GENERAL STATEMENT OF DUTIES

Operates a variety of duplicating machines and similar equipment; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties are routine and the work is reviewed for quality and completeness.

TYPICAL DUTIES

1. Operates photocopy machines.
2. Sets up and operates mimeograph machines.
3. Assists in setting up and operating offset printing machines.
4. Collates, staples, and folds duplicated material, using a folding machine as required.
5. Keeps records of production.
6. Performs routine maintenance to equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of the operation of duplicating machines.
2. Ability to perform routine maintenance to duplicating machine equipment.
3. Ability to understand and follow oral and written instructions.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school and, either

- a. Completion of a satisfactory course in duplicating machine operation;
or
- b. Three months of experience in duplicating machine operation.

NOTE: One year of experience, as outlined above, may be substituted for high school education.

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