



## Fremont Unified School District Classified Job Description

### **DUPLICATION TECHNICIAN ASSISTANT**

#### **Definition**

The Duplication Technician Assistant reports to the Director of Purchasing. Under direction operates duplicating machines, scanners and associated shop equipment; reproduces printed materials; scans and catalogs documents; and performs other job-related duties as required.

#### **Essential Duties and Responsibilities**

Depending on the assignment, duties may include but are not limited to the following:

- Under the direction of the Duplication Technician, operates duplicating machines and associated shop equipment in the reproduction of forms, charts, letters, booklets, and other materials.
- Prioritizes and manages all Duplicating Requests.
- Assist customers with minor revisions, design, and layout of copy ready originals for duplication.
- Provides customer service. Calculates and offers estimates and total costs for Duplicating Requests.
- Assists in the recording and maintaining of data related to Duplication Requests.
- Assists in the receipt and tracking of payments of orders to submit to appropriate department.
- Unloads printing supplies and stocks shelves as necessary. Notifies Duplication Technician of any supplies needed.
- Scans and catalogs district documents.
- Makes minor equipment repairs and adjustments as necessary and/or place service calls.

#### **Qualifications**

Successful Experience in:

- Operation, care, usage and minor maintenance of duplicating machines.
- General bindery procedures and operation of shop equipment.
- Computer equipment and programs related to duplication.
- Paper types, sizes, and weights.

Ability to:

- Operate duplication equipment and related shop equipment
- Estimate costs of various types of printing jobs;
- Use computers to edit and correct masters for printing;
- Lift and move boxes of paper and related supplies up to 50 lbs, or heavier with the assistance of appropriate equipment;
- Maintain accurate records;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Education: Equivalent to completion of high school.

Experience: Two years of related experience.

**Licenses and Certificates** N/A

**Physical Demands and Work Settings:**

The usual and customary methods of performing the job’s functions require the following physical demands: some lifting up to 50 lbs., carrying, pushing, and/or pulling some stooping, kneeling, crouching, and significant fine finger dexterity. Must possess mobility to work in a standard office setting, use standard office equipment, including a computer, and to travel to various school and home sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

**Required Testing** Pre-employment Proficiency Test may be required

**Clearances** Criminal Background Clearance

<b>FLSA Status</b>	<b>Approval Date</b>	<b>Salary Range</b>
Non-exempt	N: 03/69 R: 03/89 R: 11/85 R: 02/97 R: 09/15	CSEA 20

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed with the job. The Fremont Unified School District is an Equal Opportunity/Affirmative Action Employer. The Fremont Unified School District Governing Board prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender or sexual orientation at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district’s complaint procedures instituted pursuant to this policy.

For the complete FUSD Board Policy 4030 Nondiscrimination in Employment visit the FUSD website:  
**<http://www.fremont.k12.ca.us>**