The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.
2. Ability to follow oral and written instructions and apply institutional and other policies appropriately.

3. Ability to communicate effectively with staff, students and the public.

4. Ability to perform routine arithmetic computations.

5. Ability to organize and prioritize multiple tasks.

6. Ability to maintain records and prepare reports.

7. Ability to use proper bending and lifting techniques to stock supplies or deliver items.

8. Ability to exercise functional supervision over employees.

9. Skill in operating and maintaining duplication equipment.

10. Skill in utilizing computer software packages and online systems for document transfer and preparation.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

Two years of experience operating offset or similar duplicating equipment.

REVISION EFFECTIVE: October 1, 2009