

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Document Center Operator I

Class Code: 7301

Pay Grade: 206

GENERAL CLASS DESCRIPTION:

Performs and coordinates document center work under general supervision. Responsible for preparing and processing all duplication jobs using high-speed duplicating equipment. Duties may involve the use of a computer terminal to enter job specifications, provide estimates and monitor production costs.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Operates and maintains high-speed duplicating equipment. Makes minor repairs and adjustments as necessary.
2. Records job specifications and production costs using computer database or other.
3. Maintains a high level of customer service.
4. Prioritizes and schedules work and adjusts production as required to accommodate customer deadlines and maintain operational efficiency.
5. Provides cost information and/or estimates and answers customer questions regarding all aspects of document preparation.
6. Monitors and maintains appropriate level of stock and supplies.
7. Maintains records of daily production, payment of services, and other records related to processing duplication orders.
8. Responsible for weekly cash deposits and necessary records for auditing purposes.
9. Operates and maintains basic bindery equipment.

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.

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10. Informs customer of copyright laws and policies concerning reproduction of printed materials.
11. May drive, load and unload a delivery truck to distribute orders as necessary.

KNOWLEDGES, SKILLS AND ABILITIES:

1. Knowledge of copyright laws and policies concerning reproduction of printed materials.
2. Ability to follow oral and written instructions.
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 operate a computer and related software.
7. Ability to maintain records and prepare reports.
8. Ability to use proper bending and lifting techniques to stock supplies or deliver items.
9. Skill in operating and maintaining duplication equipment.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. One year of copier/duplicator operation experience, or
2. Equivalent training and experience from which comparable knowledge and abilities can be acquired.
3. Possession of appropriate drivers license as required.

REVISION EFFECTIVE: October 19, 2000