

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

**Class Title:** Document Center Operator II

**Class Code:** 7311

**Pay Grade:** 208

**GENERAL CLASS DESCRIPTION:**

Performs and coordinates document center work under general supervision. Responsible for preparing and processing all duplication jobs using digital, networked high-speed equipment. Duties involve the use of computer terminals, servers, scanners, tape and magneto-optical archiving systems, along with related software and technologies. May provide functional supervision.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Operates and maintains digital, networked high-speed duplicating equipment. Makes minor repairs and adjustments as necessary.
2. Manages job from XDODS workstation and on-line server. Utilizes computer system to enter job specifications and monitor production within the system.
3. Prioritizes and schedules work and adjusts production as required to accommodate customer deadlines and maintain operational efficiency.
4. Provides cost information and/or estimates and answers customer questions regarding all aspects of document preparation.
5. Maintains a high level of customer service.
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.

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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8. Responsible for weekly cash deposits and necessary records for auditing purposes.
9. Operates and maintains various types of bindery equipment.
10. Informs customer of copyright laws and policies concerning reproduction of printed materials.
11. Performs image editing functions such as rotation, signature conversion, photo placement, crop, mask, page numbering, set labeling, and related activities.
12. Proofs copy and may consult customer prior to running complete job order.
13. Archives and retrieves digital documents and maintains a library of tape and magneto-optical disks.
14. Performs routine system software or equipment maintenance to ensure optimal operation of equipment.
15. Provides functional supervision and assigns work as required.
16. 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 material.
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.

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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:**

1. Two years of experience at the Document Center Operator I level, including six months experience using computer software packages and online systems to prepare documents for digital duplication, or
2. Equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
3. Possession of appropriate drivers license as required.

**REVISION EFFECTIVE: October 19, 2000**