

Job Description

Title: Copy Center Operator	Salary Band: A13
CBA Position: KCSS	Band Range: \$30,521-\$39,677
Department: Copy Center/Mail Center	FY14 Budget:
Reporting Manager: Copy Center Manager	Account Number:
Direct Reports: None	ICCB Class:
FLSA: Non-Exempt	KC Status (Class): Support Staff
Expected Hours of Work: 40	POSD:

Job Summary:

Provide assistance in the fulfillment of work order requests for various copy needs, while assisting mail services when necessary. Operate copier machines, process mail and shipments, and perform related tasks.

Supervisory Responsibilities: None

Minimum Qualifications/Basic Job Requirements:

- High School Diploma or equivalent
- Valid Illinois Driver's License
- Fork-lift certification (preferred, will train successful candidate)

Illustrative Examples of Essential Functions:

- Complete work orders for faculty and staff using copier or printing systems.
- Maintain all equipment in proper working condition by making necessary repairs and adjustments whenever possible. Call repair service whenever necessary. Report all malfunctions to supervisor.
- Record all work orders as they are completed in the log book.
- Maintain accurate record of paper inventory.
- Maintain appropriate supply of inventory.
- Conduct self responsibly in all facets of job relating to health and safety procedures.
- Provide reception duties for the Copy Center by assisting students, faculty, and staff in greeting them at the front desk, answering phone calls, or receiving and responding to correspondence as necessary.
- Perform other duties of a similar nature as directed.

(Core Competencies) Knowledge, Skills, and Abilities:

- Possess strong organizational skills
- Possess applied knowledge of copier and printing systems.
- Provide strong and clear communication, customer service, and inter-personal skills
- Ability to work independently
- Able to cooperatively work with diverse groups of students and staff
- Understanding of basic administrative processes and procedures
- Advanced understanding of Microsoft Office Productivity Suite

- Understanding of advanced computer operations and office equipment
- Demonstrates efficient keyboard and data entry accuracy and speed

Workload Summary:

(Special physical requirements necessary for performance of the job)

- Work is normally performed in a general office setting
- Work is conducted in a busy office environment with frequent interruptions
- This position requires physical activity and movement, however there may be some instance where the position would be required to move related computer or telephone equipment, parcels or other deliveries in excess of 70lbs. This position requires the incumbent to lift 20lbs frequently and 10lbs consistently.

Disclaimer:

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.

01/2014