UNIVERSITY OF SOUTHERN CALIFORNIA

Copy Machine Operator II

Job Code: 151011

Grade: E
OT Eligible: Yes
Comp Approval: 9/8/1993

JOB SUMMARY:
Provides duplication services, ensuring all projects are completed in a neat, accurate and timely manner. Leads other workers in performing similar work.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>JOB ACCOUNTABILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
<td>Provides professional and efficient customer service; assists customers in completing work order forms, answers questions, contacts requesting party for earliest possible pickup, ensures valid accounts and methods of payment, resolves problems that may arise.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Operates and maintains all copy machines and equipment, clears jams, stocks paper and supplies, repairs minor machine malfunctions, and notifies supervisor of any machine malfunction requiring vendor/contractor repair.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Assists in the installation, on-site repair and maintenance of copy machines and associated peripheral equipment.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Maintains operation of binding, stapling and folding equipment.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Provides guidance and direction of machine operators and work study assistants; plans and schedules staff.</td>
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<td>______</td>
<td>______</td>
<td>Maintains general order and cleanliness of area, including removal of trash, as assigned.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Maintains sufficient inventory levels of copy paper and supplies.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.</td>
</tr>
</tbody>
</table>

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: [ ] No [ ] Yes
In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
High School or equivalent
Combined experience/education as substitute for minimum education

Minimum Experience:
6 - 12 Months
Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:

Preferred Experience:
1 Year

Preferred Field of Expertise:
General office skills or cashier.

Skills: Administrative:
Answer telephones
Balance figures
Communicate with others to gather information
Compute totals
Coordinate work of others
Input data
Prioritize different projects
Read handwritten text
Research information
Understand and apply policies and procedures
Verify calculations

Skills: Machine:
Calculator
Photocopier

Supervises: Level:
Leads one or more employees performing similar work

SIGNATURES:

Employee: _____________________________________  Date:_____________________________
Supervisor: ____________________________________  Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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