

DIGITAL COPY OPERATOR

Function of Job:

Under general supervision of designated supervisor, to digitally scan or download electronic documents into high volume laser printer to create multiple copies.

Characteristic Duties and Responsibilities:

1. Organize materials to be copied i.e. hard copy to be scanned and/or electronic documents, and download copy jobs from printer holding queue or servers.
2. Assemble pages in order on laser printer's document display monitor.
3. Electronically cut/paste any separately scanned graphics and combine on screen at laser printers workstation.
4. Set job parameters in control panel.
5. Archive completed jobs to extended storage optical drive.
6. Operate bindery equipment associated with copy operation.
7. Prepare work orders for copy center customers and assist individuals using self service copiers.
8. May pick up/deliver work or supplies, as needed.
9. Perform minor repairs to equipment, as required.
10. Perform other related duties, as assigned.

Minimum Acceptable Qualifications:

1. High school graduation and two years of related experience.
2. Basic familiarity with personal computer.
3. Good organizational skills.

6/20/96 _____
System Approval

6/20/96 _____
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.