

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Copy Center Technician (Confidential)	Job Family: 5
General Classification: Front-Line	Job Grade: 10

Definition: To perform technical support in the Copy Center in duplication, finishing work, mail distribution, and other support function duties.

Distinguishing Characteristics: This single position class works in the City's Copy Center, printing, finishing, and distributing a wide variety of materials, often under tight deadlines. This is a full journey-level class. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and they are fully aware of the operating procedures and policies within the work unit.

Receives general supervision from management or supervisory positions and may receive functional and technical supervision from higher-level administrative personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Operate high-speed copiers and various finishing equipment, such as folders, staplers, collators, binders, padding, and cutting machines.
2. Answer phone and email requests, and respond to customer requests in a timely manner.
3. Maintain job register of work received; notify customers of job completion.
4. Maintain log and record of printing jobs to be charged to each department.
5. Perform routine maintenance on copier/duplicator equipment.
6. Order paper and materials, and maintain inventory of printing supplies.
7. Inventory janitorial supplies and place orders from Warehouse.
8. Receive, sort, prepare, and process incoming and outgoing mail and packages; operate postage, mailing, and utility billing machines; may pick up mail at the post office box and deliver to City locations.
9. Operate City vehicle and take City Hall pool vehicles in for cleaning.
10. Maintain reservations for pool vehicles and log monthly mileage.
11. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Procedures for setting up and operating high-speed copiers and related equipment; routine maintenance procedures for photocopying or related equipment; selection of appropriate paper stock and other supplies required for duplication work; and simple record-keeping.

Ability to: Operate and maintain high-speed copiers and related equipment; establish and maintain effective working relationships with those contacted in the course of work; work under tight deadlines; lift objects up to, and occasionally in excess of, 50 pounds; communicate clearly and concisely both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; and learn how to use a spreadsheet or database programs on the computer..

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Two years of clerical and/or copy center experience. Completion of high school.

Required Licenses or Certificates: Possession of a valid California Class C driver's license.

Established: January 1994

Revised: October 2022

HRD/CLASS SPECS

Copy Center Technician