

## ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** REPRODUCTION SERVICES SPECIALIST **GRADE:** 07

**TITLE ABBREVIATION:** REPRO SVC SPEC **TITLE NO.:** 6586

**JURIS.CL:** C **SALARY CODE:** 01 **UNIT:**        **EEO CODE:** AS **FLSA CODE:** NE

**DEPARTMENT:** VARIOUS **DIVISION:**       

**SUPERVISOR'S TITLE:** VARIOUS

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves management of centralized reproduction services rendered for various Orange County departments or for Orange County Community College. Duties include the operation of a variety of duplicating equipment used for reproduction of various types of documents including photos, reports, pamphlets, booklets and confidential materials. Work is performed under general supervision and may involve responsibility for overseeing or directing the work of subordinate employees within an assigned area. Incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Utilizes various reproduction equipment including, but not limited to, photocopier, personal computer, keyboard and scanner;
2. Reproduces a variety of documents including, but not limited to, photos, reports, pamphlets, booklets and materials of a confidential nature;
3. Proofreads and verifies documents to be duplicated and makes corrections if possible;
4. Reduces and enlarges images for reproduction;
5. Designs forms and report covers;
6. Performs routine maintenance and makes minor repairs to reproduction equipment;
7. Schedules service visits from outside technicians for maintenance and repair of equipment;
8. Orders and maintains materials and supplies used in reproduction work;
9. Maintains quality control of photocopies and other reproductions;

10. May locate specific material and services for special orders, i.e., maps, designs, lettering cards and special paper;
11. May answer telephones and refers calls to appropriate staff members;
12. May maintain production and billing records;
13. May oversee and direct the work of subordinate employees.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the techniques utilized in the operation of reproduction equipment; good knowledge of office terminology, procedures and equipment; ability to oversee and plan the work of others; ability to follow complex directions; ability to maintain good working relationships with others both inside and outside of the organization; ability to establish and maintain procedures for a steady workflow; mechanical aptitude; initiative; tact and courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from high school or possession of a high school equivalency diploma and two (2) years of reproduction print shop experience; OR
- (B) Six (6) years of experience as outlined in (A) above.