

**CITY OF COVINA**  
**DUPLICATING ASSISTANT**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under general supervision, prints a variety of documents, including forms, flyers, brochures, and booklets using a variety of printing equipment; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The **Duplicating Assistant** is a single position classification in charge of performing general housekeeping tasks related to the Duplicating shop area. This classification is distinguished from the next higher classification of Printing & Central Services Specialist in that the latter is responsible for handling all day-to-day functions of the Public Information and Duplicating Division and has supervisory duties.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Printing & Central Services Specialist and the Public Information Supervisor. The incumbent does not routinely exercise supervision.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Prints a variety of documents, including forms, flyers, brochures, and booklets using a variety of printing equipment.
- Performs printing and finishing work using a high speed copier; creates camera ready copy from disk; makes and develops plates; sets plates on press and adjusts for paper type; performs all finishing works, which may include stapling, binding, laminating, collating, padding, cutting, and other requested finishing.
- Processes all incoming and outgoing mail, including pre-sort and bulk mail; accepts deliveries and notifies addressee of arrival; mails all water bills, which included printing, folding, stuffing, and applying postage using the postage machine.
- Assists with filling central services requests for paper supplies and use of equipment; services all City copiers by adding toner, clearing paper-jams and refilling paper supplies.
- Assists with inventory control, including moving cases of paper and other supplies to designated storage areas.
- Performs general housekeeping duties in the Duplicating shop area; answers the phone; assists other staff members as needed.
- Establishes positive working relationships with representatives of community organizations,

## DUPLICATING ASSISTANT

Page 2

state/local agencies, City management and staff, and the public.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Duplicating Assistant**. A typical way of obtaining the required qualifications is to possess experience in working in a duplicating shop, including operating duplicating equipment.

#### **License/Certificate:**

Possession of, or the ability to obtain, a valid class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

#### **Knowledge of:**

Modern principles, practices and techniques of running a duplicating shop, offset presses and high speed copiers; mail room operations and procedures; finishing work, including binding, collating, padding, cutting, and laminating; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

#### **Ability to:**

Operate a high speed copier; sort and distribute City mail; operate a variety of finishing equipment; keep accurate records; make sound decisions within established guidelines; follow written and oral directions; implement, explain and apply applicable laws, codes and regulations; use initiative and sound judgment within established procedural guidelines; plan, organize, monitor, evaluate, direct and train staff; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships.

#### **Skill to:**

## DUPLICATING ASSISTANT

Page 3

Operate an office computer and a variety of word processing, spreadsheet and software applications; operate an offset press and high-speed copier.