

Granite Falls School District  
Position Description  
**Copy Center Operator**

**GENERAL SUMMARY**

The person in this position manages the copy center and provides copying and mail room services for the district, including scheduling and completing printing and binding work orders and mail processing and distribution. Regular attendance is required and expected.

**ESSENTIAL FUNCTIONS**

The copy center operator performs all or a combination of the following duties:

1. Duplicates, copies or prints those documents, papers, and other materials that are submitted by various users within and outside of the district; prioritizes orders; maintains a high level of quality of production and center services; performs other related operations, such as sorting, binding, and folding as may be required by users.
2. Operates various copy center machines and equipment, including copy, bindery, folding, and cutting machines, and postage equipment; troubleshoots, performs maintenance and minor repairs, and calls for servicing and/or other repair work, as necessary.
3. Assists users by phone and in person in determining duplicating and reproduction needs to ensure effective use of the services available.
4. Delivers copy orders and inter-district and external mail and packages to district buildings for building use.
5. Prepares district mail for distribution through the U.S. Postal Service (USPS), separating mail by categories, preparing bulk mail, presorted and/or first class, certified mail, and insuring mail and packages, as necessary.
6. Communicates USPS and local rules and changes of mail regulations to staff; provides status of work orders upon request.
7. Performs daily and monthly records of color copy usage to determine costs of operation and for billing services to users.
8. Maintains a clean and orderly center, observing safety precautions and following OSHA and WISHA guidelines and regulations.
9. Maintains an inventory of supplies and materials for center and processes requisitions as necessary.
10. May train and supervise high school student workers to assist in the copy center. Provide new employee orientation.
11. Maintain an electronic library.
12. Maintain copy center website page – post and remove information as needed.
13. Maintain a current library of district forms and related material.
14. Manipulate documents (update, clean-up, and/or rewrite) from throughout district.
15. Create fillable and non-fillable forms.
16. Train district staff on electronic job submission.
17. Recommend appropriate paper, binding, and related options to district staff.
18. Maintain consistent presence at assigned worksite and regular work hours
19. Professionally interact with students, staff, and public.
20. Comply with all district policies and procedures.
21. Perform other duties as assigned appropriate to the scope of this position.

**DESIRED SKILLS**

1. Knowledge of layout techniques and design properties
2. Knowledge of electronic file management systems and a variety of graphic programs.

**REPORTING RELATIONSHIPS**

Reports to the Director of Business and Operations; works as team member with district staff.

**MENTAL DEMANDS**

Requires proficiency, diplomacy, discretion, and effective oral/written communication skills in the form of student/staff/public relations and conflict/problem resolution; requires good listening skills; requires dealing effectively and appropriately with public and staff and students both in person and by telephone; requires considerable concentration and quick return-to-work abilities because of frequent interruptions; requires adaptability and flexibility to different personalities and abilities to promote effective relationships; requires effective on-the-spot decision-making and problem-solving skills; requires performing under stress when confronted with emergency, critical and unusual situations, and day-to-day deadlines; may experience stress due to deadlines on periodic basis in conjunction with daily workload; requires ability to solve practical problems; requires substantial self-discipline in work ethics, behavior, and attitude; requires modeling effective and appropriate behavior at all times; requires efficient organization and time management skills; requires working as a team member district staff; requires flexibility in frequent re-channeling efforts to meet deadlines for projects; requires performance of detailed work in

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reference to preparation and computation of data, and analysis of information both verbally and in written form; requires average to above average proficiency in reading, writing, communication, and average mathematics skills; requires maintenance of strict confidentiality and display loyalty and integrity to employer; requires average to above average proficiency in maintaining accurate files and records, operation of a variety of machines and equipment, accurate keyboarding with speed, and proper telephone etiquette and customer service skills; requires understanding and proficiency in operation of personal computer and software programs; requires awareness to possible safety issues and hazards and ability to follow proper procedures for use of machines, equipment, and handling of solvents, chemicals, and lubricants.

**PHYSICAL DEMANDS**

Must be capable of standing and walking without restrictions; must have the ability to reach, grasp, handle and grip (fine motor skills) without difficulty on a continuous basis; stooping, bending, or squatting are required on a frequent basis, ranging from slight forward bending to floor level; must be able to lift and carry objects on a constant to frequent basis weighing up to 24 pounds and occasionally up to 50 pounds; frequent pushing and pulling; prolonged exposure to machine and equipment noise, ear protection available; exposure to visual display terminal for prolonged periods; dexterity and precision required in the operation of a computer; sitting for extended periods of time without restrictions; requires good visual and hearing ability; requires operation of copy center equipment and machines; requires keyboarding skill at 40 wpm with accuracy; works under minimal supervision; requires organizational skills to coordinate multiple priorities; follow safety procedures for equipment and chemical usage; exposure to various chemicals, solvents, and lubricants which may require wearing gloves and/or a mask.

**MINIMUM QUALIFICATIONS**

Education and Experience

High school graduation or equivalent; copy center and/or mail room experience preferred

Licenses/Special Requirements

Ability to operate and maintain print shop equipment; knowledge of paper stock; Fingerprinting required, satisfactory background clearance; valid Washington State driver's license and good driving record.

**CONDITIONS**

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.