

Wayne-Finger Lakes BOCES – Vacancy

Appointment will be made on a Provisional basis, with permanent appointment following successful qualification in the Civil Service Examination, which will be scheduled at a later date.

IMAGING CENTER ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is technical work involving the responsibility for the efficient operation of high volume photocopying and/or printing equipment. An incumbent of this class reviews, prioritizes and processes requests for digital production and binding jobs of documents supporting area education. The work involves responsibility for the composition, lay-out, printing, scanning, copying and the use of electronic media for document storage and retrieval. General supervision is received from the department manager. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in filling orders for printing work such as forms, pamphlets, reports, bulletins, flyers, curriculum, and related material;

Programs, operates, and maintains high speed and color copiers to complete jobs as requested from various customers;

Completes finishing work on jobs to include hydraulic paper cutter, folding machine, digital color press, and glue binder;

Sets up printing functions in various programs/drivers;

Transfers completed projects to the appropriate form of electronic storage media for retrieval and reprinting;

Composes and is responsible for designing lay-outs;

Operates high volume photocopying and/or printing equipment, acting as key operator as necessary;

Prepares completed orders for delivery;

Keeps accurate records relating to printing orders;

Cleans, lubricates and performs light maintenance on a variety of printers and peripheral equipment as necessary;

Replenishes toner and paper trays in machines;

Performs data entry of fees incurred per print job for billing purposes;

Responds to phone inquiries from various departments, and provides information concerning job feasibility;

Sorts and meters USPS mail;

Creates and issues employee ID badges;

Assists Imaging Center Manager in maintaining the inventory of various stock items, paper and supplies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the operation and application of high volume photocopying and digital imaging equipment and related bindery and finishing equipment; good knowledge of computer software programs; working knowledge of electronic media storage; working knowledge of composition and lay-out techniques; ability to perform key operator maintenance tasks on high volume photocopying and/or printing equipment; ability to recognize potential problems with job requests and make appropriate recommendations; ability to prioritize work and meet established deadlines; ability to follow detailed instructions, verbally and in writing; ability to maintain records; ability to maintain inventory; ability to establish and maintain effective working relationships with others; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma AND one (1) year of full-time paid experience, or its part-time equivalent, in the operation of high volume photocopying and/or printing equipment.