

SENIOR DOCUMENT SERVICES ASSISTANT

DEFINITION

Operates duplicating equipment, provides assistance to staff and maintains equipment and supplies.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by the Executive Secretary, Administrative Services.

May provide work direction to student workers.

EXAMPLES OF DUTIES

Operates industrial cutting machines, Xerox, duplicator, paper folder, spiral binder.

Determines the priority of the work to be completed and assigns work to subordinate staff.

Collates, staples, drills, cuts and/or pads finished product.

Establishes and maintains a variety of records.

Orders supplies and maintains inventory.

Answers questions, and provides assistance to staff when needed.

Cleans machines, schedules repairs and service calls for equipment and corrects minor breakdowns.

Keeps work area neat and orderly.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Performs related duties as required.

QUALIFICATIONS

Knowledge of:

Basic recordkeeping.

Duplicating methods.

Copyright laws.

Ability to:

Establish and maintain good working relationships with staff and students.

Set priorities.

QUALIFICATIONS (continued)

- Be flexible and adaptable to change.
- Learn operation of duplicating equipment.
- Train and provide work direction to others.
- Communicate effectively.

EMPLOYMENT STANDARDS

Minimum Qualifications:

- High School Diploma or equivalent.
- Three years of experience operating duplicating equipment.

PHYSICAL REQUIREMENTS:

- Ability to stand for long periods.
- Ability to work in noisy environment.