

**DOCUMENT SERVICES ASSISTANT**

**DEFINITION**

Operates duplicating equipment, provide assistance to staff, maintain equipment and supplies, and to do related duties as required.

**SUPERVISION RECEIVED AND EXERCISED**

Supervision is provided by the Dean of Guidance and Counseling.

May provide work direction to student workers.

**EXAMPLES OF DUTIES**

Operates Xerox, mimeograph, duplicator and thermofax.

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

Establishes and maintains a variety of records.

Orders supplies and maintain inventory.

Answers questions and provides assistance to staff when needed.

Cleans machines, schedules repairs and service calls for equipment.

Keep work area neat and orderly.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Perform related duties as required.

**QUALIFICATIONS**

**Knowledge of:**

Basic recordkeeping.

Duplicating methods.

**Ability to:**

Establish and maintain good working relationships with staff and students.

Set priorities.

Be flexible and adaptable to change.

Learn operation of duplicating equipment.

Train and provide work direction to others.

**QUALIFICATIONS (continued)**

Communicate effectively.

**EMPLOYMENT STANDARDS**

**Minimum Qualifications:**

High School Diploma or equivalent.

One year of duplicating experience.