

C - XI
OFFICE MACHINE WORKER
OCCUPATIONAL GROUP [276]

CODE NO. 11702

OFFICE MACHINE AIDE

General Statement of Duties and Responsibilities

This class of positions encompasses operating office machines at varying degrees of difficulty and responsibility. There are two Assignment Levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work.

Assignment Level I

Under direct supervision, performs routine work of ordinary difficulty and responsibility. Performs tasks such as the following:

Examples of Typical Tasks

Operates office machines, including but not limited to, state-of-the-art scanning and digital reproduction equipment, digital postal machines, digital cutters, and bookbinding machines and associated equipment, including photocopy and blueprint machines.

Sets up jobs using keyboard, mouse or touch-screen to enter commands. Performs routine maintenance and makes minor repairs to ensure proper operation of machines.

