



**Cayuga County Department of Human Resources  
and Civil Service Commission**

**JOB SPECIFICATION**

Civil Service Title:	<b>OFFICE MACHINE OPERATOR</b>
Jurisdictional Class:	Non-Competitive
Civil Division:	BOCES, CCC, County Clerk
Adoption:	CSM 09/08/79
Revised:	CSM 02/10/99, 08/15/07; 6/14/17

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**DISTINGUISHING FEATURES OF THE CLASS:**

This position involves the operation of office equipment which may include office duplicating and scanning equipment. There is no responsibility for the operation of offset printing equipment. The work is performed under the general supervision of a department head or supervisor. This position involves no responsibility for the supervision of others. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Operates duplicating and/or scanning equipment in completing assignments;  
Receives and fills orders for materials to be scanned or reproduced such as forms, reports, bulletins, examinations, pamphlets, etc. from instructional and administrative personnel;  
Works with personnel in selecting methods of duplication to be used on a particular job;  
May keep records of work as completed, source of work orders, number of copies required, special instructions, etc. to ensure continuous and effective operation of the department;  
Performs other duplicating duties involving the use of various machines as required;  
Cleans and makes simple repairs to photocopy equipment or scanning equipment;  
May be responsible for inventory of supplies and materials for duplicating/scanning, mailing and fax equipment;  
May be responsible for incoming and outgoing mail;  
May operate mailing machine.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Working knowledge of the operation of office photocopy equipment;  
Ability to plan and lay out duplicating work;  
Ability to prepare documents for scanning;  
Ability to follow oral and written instructions;  
Skill in operating office photocopy equipment;  
Clerical aptitude;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from high school or possession of a New York State school equivalency diploma; **OR**
- (B) One year of experience involving operation of photocopying and related office duplicating equipment.