



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

JOB SPECIFICATION

Civil Service Title:	SENIOR OFFICE MACHINE OPERATOR
Jurisdictional Class:	Competitive
Civil Division:	CCC
Adoption:	CSM 04/08/09
Revised:	CSM 6/14/17

DISTINGUISHING FEATURES OF THE CLASS:

The incumbent in this position is responsible for many of the tasks involved in the operation of office equipment and incoming and outgoing mail duties. This position involves multi-tasking in a task-oriented office. The work is performed under the general supervision of the Office Manager. In the absence of the Office Manager, this position handles situations with faculty and staff, and may operate switchboard during absences and vacations. The incumbent may supervise an Office Machine Operator and part-time clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Operates copy machines, prioritizes and assembles materials to be copied, distributes finished work;
Liaison between all campus services machine vendors and the College;
Is responsible for invoices and calculates discounts on campus copy machines;
Uses purchase order system to receive and invoice;
Coordinates the routine preventative maintenance and repair of all campus services machines;
Orders supplies for all campus services machines and operations;
Orders and dispenses general office supplies, maintains inventories, as needed;
Coordinates lease agreements with vendors for all campus services machines on campus;
Coordinates the planning and operational needs to special copying jobs (brochures, schedules, booklets, and advertising);
Actively involved in all incoming and outgoing mail matters;
Sorts and distributes all incoming mail;
Prepares outgoing mail;
Operates the postage meter;
Prepares bulk mail and advertisements;
Deals with faculty, staff and handles campus services' needs, including light typing;
Operates fax machine and distributes incoming messages;
Operates Scantron machine and distributes scored examination answer sheets;
Multi-tasks in a very diverse, task-oriented office and performs other routine clerical work as assigned;
Maintains reservation logs for college vehicle usage;
Distributes keys, funnels vehicle repair to the maintenance department.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Working knowledge of the operation of office photocopying equipment;
Ability to prepare documents for scanning;
Ability to understand and carry out oral and written directions, to plan and layout duplicating work, and to interact effectively and pleasantly with faculty and staff;
Skill in operating office photocopying equipment;
Clerical aptitude;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Associate's Degree;

OR

B. High School Diploma or GED PLUS one (1) year of experience in copy machine work.

PROMOTIONAL QUALIFICATIONS:

(A) One year of permanent status as an Office Machine Operator.