

# FALLBROOK UNION HIGH SCHOOL DISTRICT

## DUPLICATIONS TECHNICIAN

### BASIC FUNCTION:

Under general supervision of the Principal, perform all functions related to the District's Materials Reproduction, general clerical work of average difficulty and perform related work as required. The person holding the position may work an evening shift as the schedule is flexible.

### ESSENTIAL JOB FUNCTIONS – Duties may include, but are not limited to the following:

- Responsible for all functions related to materials reproduction (receiving orders for Xeroxing, collating, identifying Xerox machine maintenance needs, etc.)
- Reviews requests for duplicating services and counsels staff on proper preparation and submittal of print/copy requests and materials.
- Inks, cleans, adjusts and maintains printing equipment and machines.
- Order and stock inks and paper stocks used in duplicating work.
- Assembles and staples reproduced materials
- Performs routine clerical tasks.
- Makes arithmetical calculations in the performance of duties.
- Maintains time, cost, and reproduction/copy records; prepares periodic reports, and maintains necessary files.
- Be familiar with copyright laws. Enforce these as needed.

### QUALIFICATIONS:

**Knowledge of:** Modern methods, techniques and procedure of quantity material reproduction, methods, copyright laws, and safe working methods and procedures.

The ability to operate equipment at a high rate of production and be able to meet timelines.

### EDUCATION & EXPERIENCE:

High school graduate or equivalent and one-year “on the job training” in established printing facility and/or general clerical experience. Experience in reproducing large quantities of material desirable.

**Working conditions:** Office/School environment

**Supervisor:** Principal  
**Work Year:** 3.5 Hours per day, 11 Months per year  
**Salary:** Range 10  
**Overtime Status:** Non-Exempt

*Revised/Board Approved: 9-23-2019*