

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1/1 REVISED 5/21
SUBJECT Office Machine Operator	RANK x252	GROUP II

DEFINITION:

Under limited supervision of staff or faculty employee, a student usually performs all or part of the following duties:

Note: TO BE CLASSIFIED AS AN OFFICE MACHINE OPERATOR, THE STUDENT MUST PERFORM THE DUTIES DESCRIBED 90% OF THE TIME HE/SHE IS WORKING, OTHERWISE HE/SHE SHOULD BE CLASSIFIED AS A GENERAL OFFICE AIDE.

- (a) Operates electronic stencil-cutting machine, addressing machine, automatic folding machine, offset printing machine or imprint machine, and various types of duplicating machines.
- (b) Performs minor repairs, reports major machine repair needs, and cleans machines.
- (c) Maintains inventory and supplies.

BASIC QUALIFICATIONS:

Prior experience in operating office machines highly desirable, but not required.

QUALIFICATIONS FOR STARTING AT STEP B:

One (1) year experience in operating office machines.