

**SAN DIEGO CITY SCHOOLS**

**POSITION DESCRIPTION**

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|--------------------|---------------------|------------------------|---------------------|
| <b>TITLE:</b>      | Duplicating Aide    | <b>REPORTS TO:</b>     | Assigned Supervisor |
| <b>DEPARTMENT:</b> | Various departments | <b>CLASSIFICATION:</b> | Classified          |
| <b>FLSA:</b>       | Non-Exempt          | <b>SALARY GRADE:</b>   | 012<br>OTBS         |
| <b>REVISED:</b>    | July 1, 2002        |                        |                     |

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**BASIC FUNCTION:**

Performs clerical and manual duties related to the duplicating of materials at the Education Center.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Perform assigned duties in the duplicating room at the Education Center, including operation of Xerox or other equivalent copying machines and delivery of copied documents to originating offices. **E**

Make minor adjustments to machines to achieve acceptable copies. **E**

Maintain supplies for effective operations of machines. **E**

May operate bindery equipment under close supervision in a training assignment.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to graduation from high school.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Reading and writing English communication skills.

**ABILITY TO:**

Learn the operation of copying equipment.

Read, write, and understand the English language.

Establish and maintain effective working relationships with others.

Meet schedules and time lines.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office or print shop environment.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 3.25.04—PeopleSoft

Job Code 7450

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