

## PHOTOCOPY ATTENDANT

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for performing routine tasks related to the operation of duplication equipment. General supervision is provided by the individual(s) assigning the task. Work is normally reviewed by checking completed work. Supervision over the work of others is not a function of this class. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Makes copies of letters, reports, books and other documents;

Collates and staples copied documents as necessary;

Performs minor maintenance to duplication equipment;

May maintain a simple inventory of paper and related materials;

May request supplies necessary to the duplication process;

When employed by a School District:

May occasionally assist in supervising recreation, lunch periods, study halls, etc;

May occasionally assist teaching and other professional staff by providing limited assistance to students;

May occasionally perform simple clerical functions.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Ability to operate duplication equipment; ability to follow simple oral or written directions; ability to get along well with others; good judgment; tact and courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** None

ULSTER COUNTY  
4765 PHOTO ATND  
Classification: Non-Competitive  
Grade: 1  
Union: CSEA

Adopted: April 19, 1993  
Revised: December 22, 1993