



VACANCY NOTICE

TITLE: Senior Photocopier Machine Operator

LOCATION: Support Services Center; Norwich, NY

REPORTS: Print Shop Supervisor

TERMS: Full-time, 12 months

QUALIFICATIONS: Competitive Civil Service position. Candidates must meet the minimum Civil Service qualifications and successfully complete the exam.
MINIMUM QUALIFICATIONS:
Either: (A) Graduation from high school or possession of a high school equivalency and one year of work experience which included the operation of photostat, photocopy, microfilming, offset printing and/or other photocopying equipment; OR (B) Two years of work experience which included the operation of photostat, photocopy, microfilming, offset printing and/or other photocopying equipment; OR (C) Any equivalent combination of the training and experience as defined by the limits of (A) and (B) above.

RESPONSIBILITIES/DUTIES: Receives various materials to be photocopied such as newsletters, transparencies, books, presentations and other copying requests; Communicates with customers to offer technical assistance and advice; Manages digital files; Operates several high-speed copiers; Cuts and pastes digital images for reproduction quality; Prepares machine by adjusting type of paper, feeds paper into machine, giving documents proper sequence, placement, exposure and removing paper jams; Replaces dry ink, photoreceptors, developer, fuser agent, heat rollers, binder tape rolls and staple wire; May perform duties such as collating, stapling, binding, hole drilling, saddle stitching, folding or shrink wrapping; Operates a variety of machines such as copiers, printers, readers, and film processors; Makes minor adjustments, performs maintenance and repairs to machinery and equipment; Maintains files and records pertinent to the work.

SALARY/BENEFITS: \$11.80 - \$12.80 per hour. Generous leave and benefits based on BOCES Educational Support Personnel Association (BESPA) contract.

STARTING DATE: December 3, 2020

TO APPLY: Send cover letter, resume, Delaware County civil service application and DCMO BOCES application.
Applications reviewed as received.

DCMO BOCES Application found at:
<http://www.dcmoboces.com/application>
Delaware County civil service application found at:
http://www.co.delaware.ny.us/departments/pers/docs/employee_docs/DC%20Application%200191121%20savable.pdf

<i>Apply online:</i> www.OLASjobs.org -or- https://dcmo.mightyrecruiter.com	<i>By mail:</i> Human Resources Department Delaware-Chenango-Madison-Otsego BOCES 6678 County Road 32 Norwich, NY 13815-3554
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DCMO BOCES does not discriminate based on actual or perceived race, color, religion, religious practice, national origin, ethnic group, sex, gender identity, sexual orientation, political affiliation, age, marital status, military status, veteran status, disability, weight, predisposing genetic characteristic, domestic violence victim status, or any other basis prohibited by New York State and/or federal non-discrimination laws.