



VACANCY NOTICE

TITLE: Photocopy Machine Operator (Two Positions Available)

LOCATION: Support Services Center, Norwich, NY

REPORTS: Print Shop Supervisor

TERMS: Full time – Second Shift

QUALIFICATIONS: Minimum Qualifications: Either
(A) Graduation from high school or possession of a high school equivalency diploma; OR
(B) One year of work experience which included the operation of Photostat, photocopy, microfilming, offset printing and/or other photocopying equipment

RESPONSIBILITIES/DUTIES: Receives various materials to be photocopied; Sorts copy requests, operates several high-speed copiers; Operates a variety of related machines such as printers and binders; Prepares machine by adjusting for type of paper, giving documents proper sequence and placement, feeding paper into machine, removing paper jams; Makes minor adjustments and repairs to machinery and equipment.

SALARY/BENEFITS: \$13.20/hour

STARTING DATE: As soon as possible.

TO APPLY: Send 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%2020191121%20savable.pdf

Apply online:
www.OLASjobs.org
-or-
<https://dcmo.mightyrecluter.com>

By mail:
Human Resources Department
Delaware-Chenango-Madison-Otsego BOCES
6678 County Road 32
Norwich, NY 13815-3554

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.