Definition of Class
This is a non-supervisory position in which the incumbent is responsible for operating digital color copy machine to produce high quality color copies. The incumbent prepares documents; programs copy equipment for job runs by utilizing specialized software; monitors copy quality, and performs daily calibration on digital color copy machine. Incumbent reports directly to the Manager of Copy Centers.

Examples of Work Performed
Prepares and programs digital copy machine for the production of high quality, full-color, digital prints by utilizing specialized software.

Loads numerous paper tray departments, ensuring appropriate sequence and format of insertions and bindings.

Saves programmed jobs and maintains archive of digital files for recall, editing, and reprinting.

Performs daily calibration of digital copy machine.

Runs configuration and sets color curves, color quality, paper designation, and justifications; proofs products to ensure accuracy and clarity.

Monitors inventory level of supplies.

Punch and drills copies; binds printed materials into requested and necessary format.

Lines up, folds, and checks copy with approved or original copy.

Contacts vendor when service calls are required.

Cleans, adjusts, and evaluates all paper path areas

Maintains all surface areas clean and operational.

Records time, materials, and comments on each job; puts samples in sample area and samples with job ticket.

Prioritizes jobs according to customer need, and reports job status to supervisor.

Performs related or similar duties as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Prepares and programs digital copy machine for production runs using specialized software.

2. Ensures quality control through constant monitoring of runs.
3. Assists in the processing and maintenance of job control tickets to include filing and archiving.


**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.
- **Vision:** Requirements of this job include close vision and color vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to use hands to finger, handle or feel; and stoop, kneel, crouch, or bend. The incumbent is regularly required to stand; and reach with hands and arms. The incumbent is occasionally required to walk; sit; climb or balance; and taste or smell.

**Experience/Educational Requirements:**

- **Education:**
  Graduation from an accredited high school or equivalent (GED).

  AND

- **Experience:**
  Six (6) months experience in above described duties.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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