

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Duplicating Technician II
GRADE: 6
REPORTS TO: Duplicating Center Supervisor

POSITION SUMMARY: This is an at-will, non-partisan position. The Duplicating Technician II operates, coordinates and maintains all aspects of the established addressing equipment and performs related duties associated with the mailing process to ensure compliance with postal regulations. The Duplicating Technician II implements and maintains all aspects of the printers, including the use of a network and network server.

PRINCIPAL ACCOUNTABILITIES:

Responsible for coordination of the physical production to meet specific deadlines without direct supervision.

Utilize the electronic processing practices, input job request data to ensure accurate allotment charges and timely processing, including general filing (office files) of completed job requests.

Communicate with publication coordinators and support staff concerning specifications of job requests.

Maintain a working knowledge of other print shop equipment (cutter, folders, drill, stitchery, etc.), including cross-training in other areas of the printing and mailing process.

Participate as necessary in training for new advancements of equipment and procedures.

This individual is responsible for other duties as assigned.

To adhere and enforce the requirements of the House Safety Policy adopted from the Michigan Department of Labor, Occupational Safety Standard Rules and Regulations.

JOB QUALIFICATIONS: Associates degree, and/or equivalent position related experience. This individual has prior legislative experience.

Revised: July 1, 2016

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