BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Copy Center/Stock Clerk

DEPARTMENT: Finance

FUNCTION: Responsible for the operation of the Copy Center and its equipment. In addition, controlling all activities (ordering, inventory, and distribution) of the Central Supply Room.

REPORTS TO: Managing Director of Financial Administration

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Operates copy machines, automatic collator, binding and duplicating machines, and other related equipment.
2. Schedules work effectively and efficiently based on work load and machine availability.
3. Explains the various methods of reproduction available and the procedures used to provide the desired results.
4. Maintains records of work completed.
5. Requisitions necessary paper supplies
6. Makes minor adjustments to the equipment
7. Delivers finished printed/duplicated jobs requisitioned by departments.
8. Stock shelves with printing/duplicating supplies
9. Controlling all activities (ordering, inventory control, distribution, etc.) of Central Supply Room.
10. Assists organization of Central Supply Room.
11. Performs additional tasks or duties as assigned by management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities:

- Ability to relate to people in a cooperative and pleasant manner.
- Must have a working knowledge of paper grades, types, and uses.
- Experience with MS Office
- Ability to exercise good judgment, as well as, ability to understand and follow established protocols.
**Education:** High School graduate or equivalent. Printing courses at a technical school preferred.

**Experience:** 12 – 18 months prior experience in the printing, copying, and duplicating field. One year inventory control of office supplies and distribution services.

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: __________________________  Date: __________
Name/Title

Approved by: __________________________  Date: __________
Name/Title

Reviewed by: __________________________  Date: __________
Human Resources

Board Approval: __________________________  Date: __________
Board Approval

**THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE.**