Berger Community College

Job Description

Title: Senior Copy Center/Stock Clerk

Department: Finance

Function: The Senior Copy Center/Stock Clerk assumes reasonable responsibility for supervision of the Copying Center in the absences of or at the direction of the Coordinator of Printing and Copying Services. In addition to operating the copying center equipment, provides training, as required, to other Copy Center/Stock Clerks. Assists and controls all activities (ordering, inventory, and distribution) of the Central Supply Room.

Reports to: Coordinator of Printing and Copying Center

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. Provides production cost to clients.
5. Maintains records of work completed.
6. Requisitions necessary paper supplies.
7. Makes minor adjustments to the equipment.
8. Delivers finished printed/duplicated jobs requisitioned by departments.
10. Controlling all activities (ordering, inventory control, distribution, etc.) of Central Supply Room.
11. Keeps accurate records to track materials.
13. 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:** Three years 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.**