



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 9/13/2023

Copy Center Assistant

Pay Scale: B

Level: 4

FLSA Status: Non-Exempt

Job Family: Central Office Support

Primary Location: Administration Building

Department Overview

The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The Department includes the following teams: Construction Services, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

Job Overview

This is production photocopy printing work. An employee in this class operates high speed production photocopying/printing equipment to reproduce a variety of documents for school use. The work involves scheduling work, preparing documents for photocopying/printing, programming the equipment, and inspecting finished work for quality and completeness. A worker in this position initiates his/her own daily assignments, follows through on matters, and uses independent judgment and training to take appropriate actions to deal with standard recurring situations.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Communicates with requesting staff (administrative as well as schools) regarding reproduction requests; advises requesters on reproduction requirements and suggests appropriate preparatory steps to facilitate photocopying/printing. Advises about and discusses available copy center media and finishing options
- As required, prepares documents for photocopying/printing including reduction or enlargement, paste up copy, setup of tab sheets, darkening or lightening or straightening/centering of original copy, cropping, rotating, page numbering, de speckling, advanced programming of print jobs, and conversion to PDF
- Operates high speed production photocopying/printing equipment including networked equipment; programs equipment for each job; produces finished work including stapling or binding; saves documents as computerized files. Routinely replaces fuser oil, dry ink, waste toner containers, stitcher wire, and binder tape
- Operates binding machines, paper drills, and other print shop equipment
- Performs related work as required and distributes materials to staff and students

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

High School Diploma or GED

Experience

Knowledge of high-speed production photocopying/printing equipment; of print shop practices; of the use of common printing/photocopying devices such as binding machines and drills.

Licenses and Certifications

Knowledge, Skills and Abilities

- Ability to operate a high-speed production photocopying/printing center and to perform related print shop work
- To communicate effectively
- To work cooperatively with others
- To work under pressure and/or frequent interruptions

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.