

EASTERN CARVER COUNTY SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: Duplicating Technician	Department: Finance
Reports to: Director of Finance	FLSA Status: Non-Exempt
Band/Grade/Subgrade: B-2-2	Bargaining/Work Unit: MSEA Clerical
Tier/Lane: Tier 6	Position Last Updated: June 2026

SECTION II: JOB SUMMARY

The duplicating technician operates the district copy center by providing efficient, timely and cost effective customer service of printed materials to all staff in support of overall district educational objectives.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Set up, operate and maintain all copy center equipment to provide printed materials in a timely manner.
Percent of Time:	85%	

Tasks involved in fulfilling above duty/responsibility:

- Serves as key resource for district copy needs
- Performs or schedules preventative maintenance and repairs to copiers and other equipment
- Maintains adequate supplies necessary to efficiently support copy center operations and maintain required customer service levels by tracking usage trends, working with district purchasing to ensure competitive pricing
- Utilizes copy center to create billing and work orders

Duty/Responsibility No:	2	Statement of duty/responsibility: Create manuals, booklets, printed tabs from customer digital file and/or hard copy
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Produces printed material from electronically sent files, open, format and direct files to appropriate copier with correct finishing
- Creates business cards for employees

Duty/Responsibility No:	3	Statement of duty/responsibility: Assist with graphic design layouts for customers considering functionality, attractiveness and cost effectiveness
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- Advises customers on how to graphically design projects considering attractiveness and cost effectiveness
- Creates viable options for customer satisfaction
- Creates final design layout
- Cleans up customer hard copy utilizing Alto software

Other duties as assigned

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Ability to identify and solve problems
- Advanced skills in Microsoft Excel and strong skills in other Microsoft Office products such as Word and Access
- Calculator and keyboarding with high accuracy and speed
- Detailed-oriented with proven ability to be consistently accurate
- Ability to effectively communicate and collaborate with employees
- Ability to follow written and verbal instructions
- Willingness to perform additional job related responsibilities as required
- Excellent organizational and time management skills
- Must be willing and able to work in the following conditions: busy, with consistent interruptions.
- Ability to perform the following actions continuously: sitting, using hands dexterously, talking, hearing.
- Ability to perform the following actions occasionally: lifting and carrying up to 10 pounds, reaching, stooping, standing, bending, crouching, walking
- Evidence of an understanding of the school culture and environment, and a commitment to carrying out the vision, mission and belief statements of Eastern Carver County Schools

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- High School diploma or equivalent

SECTION VI: EXPERIENCE REQUIREMENTS

- Previous copy center or printing experience
- Knowledge of digital electronic printing and Alto Software

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the district mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the district's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
Physical		Lifting/Carrying		Exposure to Environ. Conditions	
Standing	C	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through blood and/or body fluids	
Walking	C	Up to 25 pounds	F		O
Sitting	O	Up to 50 pounds	O	Toxic chemicals	O
Talking in person/on the phone	O	Up to 75 pounds	O	Moving parts	F
Pushing/Pulling	F	Up to 100 pounds	N	Electrical shock risk	O
Hearing	C	More than 100 pounds	N	Explosives	N
Feeling, grasping, finger dexterity	C	Noise Levels		Fumes	O
Climbing, balancing	O	Quiet (i.e. private office)	O	Extreme cold (non-weather)	O
Stooping (bend at waist)	F	Moderate noise (i.e. business office with typewriters/ printers, light traffic)		Extreme heat (non-weather)	O
Crouching, crawling, kneeling, Squatting	F		C	Varying weather conditions	C
Stretching/reaching with hands & Arms	F	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	C	Sight	
Distinguishing smell	O	Very loud noise (i.e. jack hammer, front row rock concert)		Vision for close work/ability to adjust focus	C
Distinguishing temperature	O		O	Looking at computer monitor	O
Traveling by automobile	F			Color vision (identify & distinguish colors)	F
				Peripheral, depth perception	C

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.