



**OHIO**  
UNIVERSITY

**Classification and Qualification Standards**

**Office Services Technician**

*ADMINISTRATIVE/TECHNICAL ROLE*

<b>Career Series:</b> Office Equipment Operations	<b>Job Code:</b> 11211 <b>Grade:</b> A	<b>Date Established:</b> 7/01/2001	<b>FLSA Category:</b> NON-EXEMPT
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**JOB SUMMARY**

Under general supervision, the classification is responsible for basic and routine tasks, exercises limited independence and judgment, and follows simple procedures, techniques, rules, and regulations. This classification requires working knowledge of addition, subtraction, multiplication, division, fractions, vocabulary, and alphabetizing in order to oversee all activities related to copying services.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Oversees copying services for a Department or Service Center.
2. Operates a variety of duplicating and peripheral equipment (e.g., cutters; binders; punches; shredders; collators) to complete production requests.
3. Trains faculty, staff, co-workers and/or students on office machines and duplicating polices and procedures.
4. Prepares, processes, distributes, sorts, and collects mail, and coordinates bulk mailing activities.
5. Performs all phases of equipment set-up, operation, repair, and routine maintenance.
6. Orders and maintains copier supplies and paper.
7. Schedules and directs copy services related work of student staff.
8. Maintains production and job records.
9. Provides department lists and directories to the general public, students, faculty, and staff.
10. Performs clerical and technical duties (e.g., enters data; schedules meetings and rooms; drafts correspondence; lifts heavy objects up to 50lbs).
11. Performs other duties as assigned.

**Worker Characteristics (knowledge, skills & abilities to perform the job duties)**

Knowledge of addition, subtraction, multiplication, division, fractions, vocabulary, and alphabetizing; office practices and procedures\*; oral and written communication; and employee training and development\*. Skill in operation of duplicating and peripheral equipment (e.g., photocopiers; cutters; binders; punches; shredders; collators)\*; and computer\*. Ability to carry out instructions in written or oral form; arrange items in numerical or alphabetical order; and repair and maintain equipment.

(\*developed after employment)

**Minimum education & experience required (including training, registration & licensure)**

Formal education in addition, subtraction, multiplication, division, fractions, vocabulary, and alphabetizing. 3 mos. training or 3 mos. experience in operation of duplicating and peripheral equipment (e.g., photocopiers; cutters; binders; punches; shredders; collators).

- Or equivalent of the education and experience listed above.

*This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.*