



## **DUPLICATION TECHNICIAN**

### **GENERAL RESPONSIBILITIES**

Responsible for taking requests for duplication from phone calls and delivered material; recording programs to tape from off-air or another tape; entering the requests into a database; checking several resources for copyrights on the programs to be duplicated; reading the copyright information; creating labels for the duplicated tapes; assisting schools as needed with duplication information, information on VCR settings, and settings for satellite coordinates; making sure the school administration gets copies of the School Board and City council Meetings; preparing a monthly report on taping activity; supervising the "Teacher Production Center" by Helping teachers become familiar with the production equipment and computers and keeping the center stocked with supplies, and checking how much material the teachers are using.

### **ESSENTIAL FUNCTIONS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Receive phone requests for tape duplication.
- Sort delivered requests for tape duplication.
- Research airing schedules for duplication.
- Research copyright for requested materials.
- Update requests into a data base.
- File copies of copyright for requested materials.
- Coordinate multiple tapings using a router, keeping track of the times and settings for each tape.
- Create labels for the duplicated tapes.
- Respond to questions over the phone from schools about program schedules, Satellite, Digital Satellite, ITFS and VCR settings.
- Supervise the "Teacher Production Center".
- Prepare a monthly report.
- Coordinate taping and deliveries of School Board meeting and City Council Meetings.
- Assist the Circulation Clerk and Receptionist when needed.
- Repair damaged tapes.
- Perform related work as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of standard office practices, procedures and equipment; thorough knowledge of school system routine and procedures; general knowledge of business English, spelling and arithmetic; ability to establish and maintain effective working relationships with associates; ability to work under pressure; ability to organize and perform work independently; ability to prepare and maintain computerized records and systems; ability to meet the public effectively; proclivity to work with audio-visual equipment to facilitate on the job training using VCRs, router, satellite receivers, ITFS receiver, tape cleaner/evaluator.



**EDUCATION AND EXPERIENCE**

**Required:**

High School Diploma or GED.

Strong background in computer software applications (including Word processing, database, spreadsheet, and desktop publishing).

Work experience that reflects attention to detail, ability to multi-task, conscientious customer service, and ability to learn how to use audio-visual equipment.

**Preferred:**

A comparable amount of training and experience maybe substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing and kneeling. Ability to lift up to 20 pounds frequently and up to 50 pounds occasionally. Requires timely and regular adherence to established work schedules

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 6/00, 7/20
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