

**University of Connecticut Health Center**  
**JOB OPPORTUNITY**  
**DUPLICATING TECHNICIAN 2**  
**Biomedical Communications Services**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**Open To:** The Public  
**Location:** Farmington  
**Job Posting No:** 2012-785  
**Hours:** 37.5 hours weekly; Monday – Friday, 8:00 a.m. – 4:00 p.m.  
**Salary:** \$38,211  
**Closing Date:** March 16, 2012

At the UCHC this class is accountable for performing the most complex duplicating tasks or for acting as a working supervisor of a duplicating section; may act as the assistant to a Duplicating Services Supervisor. This position is located in the Biomedical Communication Services department.

**Knowledge, Skills and Abilities:**

Knowledge of and ability to operate various duplicating equipment; ability to make minor repairs; interpersonal skills; oral and written communication skills; ability to identify duplicating problems and propose solutions; ability to understand and effectively carry out oral and written instructions; some supervisory ability.

**General Experience:**

Two (2) years' experience in the operation, adjustment, and maintenance of duplicating equipment.

**Special Requirements:**

Two (2) years' general experience must include experience working in a digital print on demand environment. Must have experience operating both black and white and color equipment.

**Preferred Requirements:**

Experience using Xerox Freeflow software and Xerox Nuvera productions printers. Experience using online job submission software. Experience troubleshooting customer submitted files. Experience printing forms on NCR paper. Also, applicant must be able to demonstrate effective organizational skills, attention to detail, quality of work. Deadline oriented and prioritize workflow.

**Working Conditions:**

Incumbents in this class may be required to lift moderate weights; may be exposed to noise and risk of injury from duplicating equipment.

**Examples of Duties:**

Performs complex duplicating assignments, including typesetting; schedules and assigns work; maintains equipment; oversee daily maintenance of equipment, may prepare reports; reviews procedures for effectiveness; maintains logs, records, and files; performs repairs on all equipment, including auxiliary equipment, may operate check processing equipment; advise customers with printing questions and supply them with direction; interface with internal and outside designers; performs related duties as required.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements please apply to: <https://jobs.uchc.edu> and reference search code 2012-785. Cover letter, resume and reference may be uploaded at the time you apply on-line.

**University of Connecticut Health Center**  
**16 Munson Road**  
**Farmington, CT 06032**

*The University of Connecticut Health Center is an affirmative action employer in addition to an EEO and M/F/V/PwD employer.*