

## **OFFSET DUPLICATING MACHINE OPERATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the responsibility for the duplication of a variety of forms, publications and similar material on offset duplicating machines and high speed/high volume copiers. This position is distinguished from Junior Offset Duplicating Machine Operator by the additional skill necessary to perform more difficult assignments. The work is performed under the supervision of a Senior Offset Duplicating Machine Operator and its direction is received in the form of specific assignments and close inspection of completed work for form, neatness and clarity of reproduction. May direct/review the work of Junior Offset Duplicating Machine Operators. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Operates offset duplicating machines and high speed/high volume copiers in producing a wide variety of forms, publications, and other materials;  
Sets up and adjusts machines for each job;  
Keeps machines clean;  
Cuts paper and forms on manually operated or electric paper cutters;  
Collates, staples and pads as ordered;  
Notifies supervisor of necessity of repairs to machines;  
Operates postage meter machine;  
Receives stock;  
Fills supply orders and distributes to departments as needed;  
May train Junior Offset Duplicating Machine Operators on various machines;  
May perform various mailroom and/or courier duties.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the operation of offset duplicating machines and high speed/high volume copiers;  
Good knowledge of safety procedures in a print shop;  
Working knowledge of related print shop machines such as collators, binders, paper cutters and print shop cameras;  
Working knowledge of office terminology, practices and procedures;  
Ability to understand and follow moderately complex oral and written directions;  
Ability to make arithmetic computations involving fractions, decimals and percentages;  
Ability to operate a personal computer;  
Ability to lift and carry moderately heavy loads;  
Mechanical aptitude;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Six months of experience in the operation of offset duplicating machines; OR
- B) Satisfactory completion of a course in the operation of offset duplicating machines; OR
- C) An equivalent combination of training and experience as indicated in A) and B) above.