

## **JUNIOR OFFSET DUPLICATING MACHINE OPERATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the duplication of a wide variety of forms, publications and similar materials on offset duplicating machines and high speed/high volume copiers. The incumbent also performs clerical tasks involved in ordering and distributing supplies for campus offices. Although detailed instructions are given for new or more difficult tasks, and practices are rather fixed, employees must exercise independent judgment in applying them to specific cases. Work is reviewed by immediate observation by checking completed work, by periodic spot-checks and by requiring cross-checking by others. 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 under the supervision of an Offset Duplicating Machine Operator;  
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 superior of necessity of repairs to machines;  
Receives stock;  
Fills supply orders and distributes to departments as needed;  
Types purchase orders, inventory records and related forms;  
Meets with sales persons and vendors to obtain price information and place orders;  
Updates and maintains inventory records.

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

Working knowledge of the operation of offset duplicating machines and high speed/high volume copiers;  
Working knowledge of related print shop machines such as collators, paper cutters and binders;  
Working knowledge of office procedures and equipment;  
Working knowledge of business arithmetic and English;  
Ability to keep and maintain simple records;  
Ability to understand and follow oral and written directions;  
Ability to lift and carry moderately heavy loads;  
Ability to get along with others;  
Mechanical aptitude;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** None