

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 high speed/high volume copiers. The work is performed under the supervision of a Senior Offset Duplicating Machine Operator; direction is received in the form of specific assignments and close inspection of completed work for form, neatness and clarity of reproduction. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates high speed/high volume copiers to produce a wide variety of forms, publications, and other materials;
Sets up and adjusts machines for each job and keeps machines clean;
Cuts paper and forms on manually operated or electric paper cutters;
Monitors machine operation and makes adjustments as necessary to ensure proper operation;
Collates, staples, and pads as ordered;
Receives stock and operates pallet jacks;
Fills supply orders and distributes to departments as needed;
Notifies supervisor of necessary repairs to machines;
May train Junior Offset Duplicating Machine Operators on various machines;
May perform various mailroom and/or courier duties including but not limited to operating the postage meter machine, delivering mail to various departments, and filling in for the mailroom Courier when needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation of high speed/high volume copiers;
Good knowledge and understanding of basic computer functions and software programs;
Working knowledge of related print shop machines such as collators, binders, and paper cutters;
Working knowledge of office terminology, practices and procedures;
Ability to operate a personal computer;
Ability to understand and follow moderately complex oral and written directions;
Ability to make arithmetic computations involving fractions, decimals and percentages;
Ability to lift and carry moderately heavy loads;
Strong organizational and time management skills;
Detail orientated.

MINIMUM QUALIFICATIONS:

- A) Graduation from high school or possession of a General Equivalency Diplomas and one year experience in print production or computer applications software*; OR
- B) Satisfactory completion of a specialized training course from a regionally accredited or New York State registered college, university, business school or trade school, covering the use and operation of high speed/high volume copiers; OR
- C) An equivalent combination of training and experience as indicated in A) and B) above.

*Computer Applications Software is designed to help the "end user" to perform specific tasks. These may include but not limited to database programs, enterprise software, accounting and data management software, office suites, graphics software, or media software.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT: Possession of a valid appropriate level Motor Vehicle Operator's License.