

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV31502</b>
<b>Job Class Code:</b>	<b>530</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>07</b>	<b>Grade:</b>	<b>11</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>09/28/92</b>	<b>Effective Date:</b>	<b>09/28/92</b>
<b>Job Code Revised:</b>	<b>01/24/92</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Printing and Graphic Arts Series

**JOB CODE TITLE:** DUPLICATING EQUIPMENT OPERATOR I

**HRIS TITLE:** DUPLG EQP OPER I

**CHARACTERISTICS OF THE CLASS:** Works under supervision of Duplicating Equipment Supervisor. Has the authority to follow procedures and guidelines established for the work unit. This is a dual-concept class which includes operation of offset printing equipment and, in a developmental capacity, operation of process camera, platemaker and other printing equipment; OR as a continuing assignment skillfully operates bindery equipment such as folders, staplers, collators, stitchers, etc. Work product consists of completed duplication runs; proper final processing of printed material. Responsible for completion of work assignments; quality of final processing of jobs; following safety procedures.

**EXAMPLES OF DUTIES:** Operates offset printing presses of various kinds; prints a variety of single-color line and half-tone copy. Collates printed material, arranging it into required order. Cuts and trims printed materials using paper cutter. Operates a jogger to vibrate pages together after page collation. Operates a padder for gluing edges of many sheets of paper together to form a pad. Operates a folding machine to fold papers or pages of a publication before binding. Operates hole punch to punch holes in printed papers for binding. Binds reports, pamphlets and brochures by operating stapler or other binding machine. Operates a wrapping machine to wrap final printed product in cellophane prior to delivery. Mixes inks and inking solutions for printing. Hand develops film in processing sinks. Uses film processor in darkroom for developing film. Mixes solution to maintain proper factor for platemaking. Performs related work as required.

**WORK CONDITIONS:** Works in area where unpleasant odors of inks and chemicals exist; may be required to lift up to 50 pounds.

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

**Knowledge of:** office practices and procedures; general operation of offset equipment; safety procedures in the work place; weights and grains of paper; procedures for performing minor maintenance on bindery equipment; general mathematics;

**Skill in:** operating and maintaining bindery equipment; operating duplicating equipment including offset press.

**Ability to:** communicate verbally and in writing; perform general mathematics computations; follow detailed instructions.

### **SPECIAL SELECTION FACTORS:**

Requires ability to pass a post-offer physical exam.