

Specification for Class of

OFFICE MACHINE OPERATOR

Abolished Effective July 1, 2007

Definition: Operates one or more office machines such as high speed business photocopiers, reader/scanners, engineering print machines, microfilm reader/printers, folding and inserting, bursting, and binder machines for a major portion of time.

Typical Work

With minimum training, sets up, adjusts, and operates one or more office machines for volume production;

Receives periodic work assignments and job requests or on a recurring basis, operates machines to produce finished materials;

Sorts, assembles, proofs, stores, routes, and delivers completed work;

Keeps records of production and supplies expended;

Requests needed machine repairs and supply items;

Oils, cleans, and makes minor repairs to machines;

Machines operated may include Xerox 1055, 07080, and 280; Konica 1536; Brunning Diazo Print Machine; Therm-A-Bond Binder; Velo Binder 201; Cheshire 750 Binder; OCR/Mark Reader Printer;

Performs repetitive clerical duties in conjunction with machine operations;

Performs other work as required.

Knowledge and Abilities

Ability to: learn to operate office machines within a reasonable length of time; understand oral and written instructions; perform repetitive clerical duties.

Desirable Qualifications

Graduation from high school or GED equivalent.

Clerical experience may be substituted, year for year, for education.

New class: 5-1-63

Revised definition and typical work: 12-14-90