

Specification for Class of

OFFSET DUPLICATOR OPERATOR 2

Abolished Effective July 1, 2007

Definition: Under general direction, operates lithographic press, systems duplicator and other equivalent offset duplication equipment, and photocopying and/or bindery related equipment.

Distinguishing Characteristics: This is the journey-level of the Offset Duplicator Operator series. Incumbents in this class: (1) operate lithographic presses and systems duplicators a majority of the time, as well as may perform multi-color printing, photocopying and/or bindery related work for a small portion of time; or, (2) is the only Offset Duplicator Operator in a unit where no other qualified staff in this field is available.

Typical Work

Performs complex offset duplication involving precise registration, multi-color, or systems runs;

Acts as leadperson, coordinating work of one or more offset duplicator operators;

Assembles, collates, binds, punches, staples, pads or otherwise prepares duplicated materials;

Orders a variety of supply items necessary for duplicating and reproduction processes;

Prepares disposable and master metal plates including masking, stripping, and opaque negatives; performs support functions in stock room; maintains daily records and reports;

Performs other work as required.

Knowledge and Abilities

Knowledge of: operation, adjustment, maintenance and capabilities of variety of duplicating equipment; types and weights of paper and reaction of different inks; technical processes employed in all phases of duplicating work; safety procedures, hazardous chemicals involved in printing operations.

Ability to: provide technical advice, coordination and guidance in multi-color, fine registration or systems runs, utilizing several

types of duplicating equipment; prepare photographic offset master processes; mix offset inks, determine proper sequence for color runs.

Desirable Qualifications

Completion of as least one quarter in offset press or offset duplicating at a vocational school or community college and two years of experience operating offset duplicating machines and associated equipment.

OR

Two years of experience as an Offset Duplicator Operator 1.

OR

Three years experience operating offset duplicating machines and associated equipment.

Successful completion of a vocational school reprographics program may be substituted for one year of qualifying experience.

New class: 5-1-64

Revises definition: 11-1-68

Revises minimum qualifications: 6-14-72

Revises minimum qualifications: 7-13-79

Revises definition, general revision: 11-14-83

Revises definition and minimum qualifications, adds distinguishing characteristics: 10-12-84

Revises distinguishing characteristics, typical work and knowledge and abilities: 3-15-91