

Specification for Class of

OFFSET DUPLICATOR OPERATOR 3

Abolished Effective July 1, 2007

Definition: Supervises, plans, directs and participates in the operation of a small size reproduction section; or is the principal assistant to a Reproduction Supervisor 2.

Distinguishing Characteristics: This is the senior working level of the Offset Duplicator Operator series and incumbents are required to: (1) have full responsibility to supervise or lead a small offset duplication unit or reproduction section with at least two subordinates, one of which must be an Offset Duplicator Operator; or (2) participate in and train other operators in the various duplicating techniques; or (3) coordinate the printing/duplicating activities for a small agency, with at least one subordinate.

Typical Work

Plans and directs work of unit engaged in production of variety of forms, informational materials, and reports; supervises and trains employees in operation, adjustment, and care of reproduction and related duplicating equipment and makes the most difficult adjustments to machines; operates reproduction and duplicating equipment;

Prepares masters for color reproduction; operates platemaking equipment to enlarge or reduce layouts;

Supervises bindery operations involved in assembling, stapling, binding, cutting, and shipping finished materials;

Requisitions supplies, equipment, and parts; maintains production and inventory records; may maintain daily records and productivity reports;

Responsible for stripping and masking of negatives and maintaining plate files;

In the absence of the supervisor, coordinates work to be performed by the State Printer and outside vendors; checks for quality control and monitors deadlines;

Processes billing for vendors orders; approves work for payment; coordinates with agency accounting;

Performs other work as required.

Knowledge and Abilities

Knowledge of: operation, adjustment, maintenance and capabilities of offset and other duplicating equipment; various kinds of paper, inks, chemicals, and technical processes employed in wide variety of duplicating work; safety procedures, hazardous chemicals involved in printing operations.

Ability to: plan and lay out duplicating work from rough drafts; handle multi-color reproduction involving close register; train and supervise offset operators and clerical employees; operate, adjust, and maintain variety of reproduction equipment.

Desirable Qualifications

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

OR

Two years as an Offset Duplicator Operator 2.

OR

Four years of experience operating offset duplication machines and associated equipment.

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

New class: 5-1-63

Revises minimum qualifications: 2-7-72

Revises definition, minimum qualifications, general revision; adds distinguishing characteristics; title change (formerly Duplicating Services Supervisor): 10-12-84

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