

Specification for Class of

OFFSET DUPLICATOR OPERATOR 1

Abolished 9/15/06

Definition: Under close supervision, performs routine tasks operating offset duplicating machines capable of volume printing of text or line copy of a single color of typed, handwritten, printed or photographic material.

Distinguishing Characteristics: This is the entry level of the Offset Duplicator series. Incumbents in this class are trained to operate lithographic presses and systems duplicators a majority of the time, as well as may perform photocopying and/or bindery related work for a smaller portion of time.

Typical Work

Sets up and operates offset duplicating machine to reproduce forms, memoranda, letterheads, manuals, pamphlets, and other materials in a single color;

Prepares disposable and master metal plates; operates dry tone copiers and burn and develop plates from negatives or direct image masters;

Processes metal plates for filing; keeps files in order;

Cleans, oils, and adjusts offset and other types of duplicating machines and dry tone copying equipment;

Cuts bulk paper with power cutter; trims paper; punches holes with power drill;

Operates a collator; may operate binder, stapler; may assemble, pad, and glue forms;

Packages forms and supplies; mails or delivers duplicated supplies; arranges and keep stock orderly; keep daily records; performs support functions in stock room;

Performs other work as required.

Knowledge and Abilities

Knowledge of: plate preparation and layout work; grades, weights, and kinds of paper; inks and chemicals used in duplicating machine

work; safety procedures, hazardous chemicals involved in printing operations.

Ability to: operate offset duplicating machine capable of volume reproduction of typed, handwritten and photographic material; operate photographic master unit, power paper cutter, and related equipment; meet deadlines and production requirements; follow written and oral instructions.

Desirable Qualifications

Completion of at least one quarter in offset press or offset duplicating at a vocational school or community college and one year of clerical experience.

OR

Successful completion of a vocational school offset reprographics program.

OR

One year experience operating offset duplicating machines and associated equipment.

OR

One year of experience in the Washington State Government as a Bindery Worker 2.

New class: 9-1-60

Class code change (formerly 0854): 5-1-63

Title change (formerly Offset Duplicator Operator): 5-1-64

Revised knowledge and abilities: 3-1-71

Revised minimum qualifications: 6-14-72

Revised minimum qualifications: 7-13-79

Revised definition and minimum qualifications, general revision, adds distinguishing characteristics: 10-12-84

Revised typical work and knowledge and abilities: 3-15-91