

## SENIOR DUPLICATING OFFSET MACHINE OPERATOR

**Code No. 4-18-241**  
**NON-COMPETITIVE for school**  
**districts only**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for operating duplicating offset equipment to produce a myriad of printed materials independently. The incumbent may be the sole member of a print shop or an independent worker in a larger print shop. Employees are expected to efficiently and independently operate the offset duplicating printers and auxiliary equipment in a full quality print shop. Work is generally presented camera-ready requiring no layout or composition. The employee reports directly to and works under the general supervision of a higher level staff member. The employee may provide lead supervision over Duplicating Offset Machine Operators. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Prepares and makes plates for printing;

Prints in simultaneous multicolor images;

Removes, cleans and prepares plates for storage;

Maintains the budget for paper and copy machine supplies;

Orders, maintains, and distributes inventory of stock, forms, paper and other supplies;

Supervises and trains duplicating machine operators;

Operates offset duplicating equipment printing bulletins, forms, manuals, newsletters, etc.;

Operates a variety of peripheral equipment including, collators, paper cutters, folding machines and electric staplers;

Performs preventative maintenance on machinery and makes minor repairs when necessary;

Provides project leadership in organizing tasks and scheduling of jobs.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the operation and maintenance of duplicating offset machine equipment; good knowledge of the operation and maintenance of auxiliary equipment such as paper drills, plate makers, electric staplers, paper folders, etc.; good knowledge of inventory control procedures; ability to maintain a budget; ability to maintain a system of inventory control; organizational ability; ability to make minor repairs and maintain offset duplicating and auxiliary equipment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus one (1) year of full-time or its part-time equivalent experience in the operation of duplicating offset machine equipment, six (6) months of which shall have involved supervision.

**SPECIAL REQUIREMENT:** Depending on the position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

Depending on assignment, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**FORMERLY:** Duplicating Offset Machine Operator Grade II

**REVISED:** June 16, 1986

**REVISED:** March 9, 2001

Approved Non-Competitive 5/20/02 by New York State Civil Service Commission