

DUPLICATING OFFSET MACHINE OPERATOR

4-18-050

COMPETITIVE

Non-Competitive for school districts and part-time positions only

DISTINGUISHING FEATURES OF THE CLASS: This is an entry-level position in which the incumbent operates duplicating offset equipment in the preparation of printed materials. The employee reports directly to and works under the direct supervision of a higher-level staff member. 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.)

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

Operates a variety of auxiliary equipment including paper drills, collators, paper cutters, folding machines, etc.;

Prepares materials for distribution and bulk mailing as per postal regulations;

Assists in the maintenance of inventory;

Proofs copies;

Trouble shoots and problem solves difficulties that arise;

Performs preventive maintenance on machinery and makes minor repairs when necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the operation and maintenance of duplicating offset machine equipment; working knowledge of the operation and maintenance of auxiliary equipment, such as paper drills, plate makers, electric staplers, paper folders, etc.; working knowledge of inventory control procedures; 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 EITHER:

- (A) Three (3) months of full-time or its part-time equivalent experience in the operation and maintenance of offset duplicating machines; OR,
- (B) Possession of certification showing either completion of a vocational training program in offset duplication, OR, showing completion of a vendor training program in offset duplication.

SPECIAL REQUIREMENTS: 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 III

ADOPTED: April 22, 1971

REVISED: November 10, 1983

REVISED: February 28, 1985

REVISED: March 9, 2001

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