

## **CLASS TITLE: DUPLICATING EQUIPMENT OPERATOR III**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision is responsible for the operation of reproduction, duplicating, and related equipment, and other related assigned duties.

### **ESSENTIAL TASKS:**

- Receives requests for reproduction work and determines priorities for completion
- Operates volume duplicating and printing equipment including offset printers, and high volume copiers
- Performs type setting layout and design
- Operates personal computer using word processing software packages
- Cleans reproduction equipment and keeps workroom orderly
- Operates peripheral equipment for assembling and binding
- Maintains records of work performed
- Maintains inventory of supplies
- Adjusts and makes minor repairs to machines and supervises workers as assigned
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from a two (2) year technical school with coursework in a related field, and four (4) years of general office experience, including two (2) years of experience in the skilled operation of high volume reproduction equipment; or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the practices and methods of high volume reproduction work and related machines; considerable knowledge of the operation and adjustment of offset printers, copiers, and related machines; good working knowledge of color inks and metal plates; knowledge of various type sizes and fonts; good knowledge of computers and word processing software packages; and good knowledge of general office practices and procedures. Ability to make quick decisions as to priorities for reproduction requests; ability to lay-out and paste-up art work for reproduction; ability to set up and operate a two color press within minimum time required doing quality two color printing work; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding. Skill in the operation, maintenance and adjustment of duplicating and related support equipment.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a telephone; frequent lifting up to 20 pounds with occasional lifting up to 50 pounds; frequent carrying up to 60 pounds; occasional pushing up to 60 pounds; frequent pulling up to 50 pounds with occasional pulling up to 60 pounds; may be subject to extended periods of standing; walking, kneeling, bending, handling, climbing, and smelling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

**WORKING ENVIRONMENT:** Working environment is primarily indoors with exposure to high noise and occasionally outdoors and in inclement weather.

**Class Code: 3547**

**EEO Code: N-06**

**Pay Code: OT-17**

**Group: Clerical and Administrative**  
**Series: Office Equipment Operation**

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**Effective Date: October 1, 1995**