

Classification and Qualification



STANDARDS

The California State University System

Duplicating Machine Operator I

Class Code 1450

Date Established 1931

Date Revised 01-01-78

Occupation Index Reference D-3

DEFINITION:

Under immediate supervision, operates a direct impression duplicating machine in the reproduction of varied typewritten or handwritten matter; or under close supervision, learns to operate (1) an offset process duplicating machine, (2) diazo, blueprint, or vacuum frame contact copying equipment, or (3) camera photocopying equipment; and does related clerical work as required.

Examples of Typical Activities:

The incumbents of positions in this class operate a direct impression hectograph or stencil duplicating machine in duplicating such material as bulletins, booklets, forms, and circular letters; oil, clean and make minor adjustments to machines; have charge and keep account of the stationery and other supplies needed in duplicating work; compare stencils with original copy; sort and assemble materials run off; are trained and assist in the operation of offset, diazo, blueprint, vacuum frame or camera photocopying equipment, in the use and mixture of chemicals and inks, in the processing of masters and intermediates, and in the proper selection of paper and film; assist with simple clerical work.

MINIMUM QUALIFICATIONS:

Knowledges and Abilities:

Ability to rapidly learn the operating details of reproduction equipment; ability to perform simple clerical work; ability to follow oral and written directions; ability to read and write at a level appropriate to the duties of the position; ability to perform arithmetic computations; ability to stand for long periods of time and work in noisy surroundings.

Work Week Group: 1
Premium O/T: Yes
Shift Differential: No
Employee Category: Non-Academic