

Classification and Qualification



STANDARDS

The California State University System

Duplicating Machine Operator II, Direct Impression

Class Code 1467

Date Established 01-13-32

Date Revised 01-01-78

Occupation Index Reference D-3

DEFINITION:

Under general supervision, operates various types of office equipment in the reproduction of varied typewritten or handwritten matter; and performs related clerical work, as required.

Examples of Typical Activities:

Incumbents of positions in this class independently operate a variety of office equipment including direct impression hectograph or stencil duplicating machines, copying process machines such as Xerox and Verifax, addressing machine, addressograph, graphotype, folding, and postage meter machines; make minor adjustments to these office appliances and maintain them in good working condition; maintain stencil, master, addressograph plate, and other files; do miscellaneous related clerical work such as assembling and stapling mimeographed materials; order and maintain necessary supplies; assist in wrapping and mailing supplies and publications; lay out work for clerical assistants and maintain prescribed standards of work production.

MINIMUM QUALIFICATIONS:

Knowledges and Abilities:

General knowledge of modern office procedures; familiarity with the inks and paper stocks used in duplicating work.

Ability to operate various types of duplicating and office machines; ability to make minor adjustments to duplicating and office machines, and maintain them in good working condition; ability to perform light clerical work; ability to carry out oral and written directions; ability to read and write at a level appropriate to the duties of the position; ability to make arithmetic computations; ability to stand for long periods of time and to work in a noisy environment.

and

Experience:

One year of experience in the operation of duplicating machines.

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