

Classification and Qualification



STANDARDS

The California State University System

Duplicating Machine Operator II, Offset

Class Code 1466

Date Established 11-30-56

Date Revised 01-01-78

Occupation Index Reference D-3

DEFINITION:

Under general supervision, operates an offset duplicating machine 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 operate an offset process duplicating machine in the reproduction of a single or multi-color work; adjust paper feed and guides for different weights and sizes of stock; ink and adjust rollers; regulate ink and repellent flow; process different types of masters by techniques such as moistening, desensitizing, fusing, and preserving; make line and halftone masters; occasionally operate hectograph or stencil duplicating machines and other office machines such as binding and addressing machines, make minor adjustments to these machines and maintain them in good working condition; maintain duplicating master, addressograph plate, and other files, do miscellaneous related clerical work such as assembling and stapling reproduced materials; order and maintain necessary supplies; assist in wrapping and mailing supplies and publications; occasionally assist in training and laying out work for clerical assistants.

MINIMUM QUALIFICATIONS:

Knowledges and Abilities:

General knowledge of modern office machines; familiarity with inks and paper stocks used in duplicating work; working knowledge of photolithography and xerography.

Ability to operate offset and other duplicating machines; ability to make minor adjustments to duplicating 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 perform arithmetic computation; 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 offset process duplicating machines.

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