

Classification and Qualification



STANDARDS

The California State University System

Duplicating Machine Supervisor I

Class Code 1464

Date Established 11-28-33

Date Revised 01-01-78

Occupation Index Reference D-3

DEFINITION:

Under general supervision, supervises and assists in the operation of a relatively small duplicating machine installation employing various types of duplicating and other related office machines; or assumes equivalent duties and responsibilities in assisting a Duplicating Machine Supervisor II; and performs related clerical work.

Examples of Typical Activities:

Incumbents of positions in this class lay out, assign, and check work, give instructions, pass upon problems in connection with supervising and assisting in the operation of various types of offset process duplicating machines, direct impression hectograph or stencil duplicating machines and other related equipment such as addressing, folding and envelope sealing and stamping machines; maintain prescribed standards of work production; advise operating officials on proper application of duplicating processes; operate machines in the reproduction of material of unusual difficulty such as multi-color, close-register, or exact-scale work; make minor adjustments to duplication and other related machines and maintain them in good working condition; order and keep records of stationery and supplies; do difficult related clerical work; supervise wrapping and mailing supplies and publications; prepare reports on work done.

MINIMUM QUALIFICATIONS:

Knowledges and Abilities:

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

Ability to operate duplicating and other office machines; ability to make minor adjustments to duplicating and other related equipment; ability to perform moderate clerical work; ability to supervise a small group of employees; ability to read and write at a level appropriate to the duties of the position; and ability to perform arithmetic computations.

and

Experience:

Two years of experience operating duplicating machines, including at least one year of experience operating offset process duplicating machines.

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