

# Classification and Qualification



# STANDARDS

The California State University System

## Reproduction Processes Assistant

*Class Code 1472*

*Date Established 6-4-73*

*Date Revised 1-1-78*

*Occupation Index Reference D-3*

### DEFINITION:

Under general supervision, sets up, operates and maintains a variety of offset reproducing equipment, platemakers, cameras and binders in a campus reproduction center.

### Examples of Typical Activities:

Incumbents of positions in this class are responsible for setting up, operating and maintaining offset reproduction and related processing equipment; preparing copy for printing; imposing and locking plates for press runs; exposing and developing plates of offset process duplicators; preparing plates for storage; mixing ink for proper match; and performing some of the more difficult reproduction processes such as color work, close hairline registration and litho or cronopaque processes and maintaining a variety of reproduction equipment as required. The incumbents of positions in this class also may occasionally assist in the training of and laying out of work for other employees and student assistants working in the reproduction services center.

### MINIMUM QUALIFICATIONS:

#### Knowledges and Abilities:

General knowledge of materials, equipment and operations used in offset printing; working knowledge of platemaking and imposition of forms; working knowledge of mixing and matching ink.

Ability to operate and maintain a variety of reproduction equipment and train others in their operation; ability to read and write at a level appropriate to the duties of the position; ability to make arithmetic computations.

and

#### Experience:

One year of experience operating offset duplicating equipment.

**Work Week Group:** 1  
**Premium O/T:** Yes  
**Shift Differential:** Yes  
**Employee Category:** Non-Academic