



**Classification:** Duplicating Equipment Operator III

**Title Code:** V00107

**Pay Range:** 16

**POSITION SUMMARY:** This is skilled work in the operation and maintenance of offset presses and related equipment in duplicating a variety of printing material. Employees of this position are responsible for duplicating materials rapidly and neatly using offset presses and for adjustment and routine maintenance of equipment. Work is performed independently under general supervision by a designated superior.

**DESCRIPTION OF DUTIES PERFORMED:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Assists in training lower level operators; serves as a lead worker and provides technical guidance in the supervisor's absence.

Operates collators, folders, hole punchers, offset presses, paper cutters, and related equipment.

Works independently in setting up offset presses, insertion of plates, adjustment of margins and controlling pressures between rollers and plates on standard offset presses.

Prepares metal or paper plates on a manual plate maker; adjusts and operates automatic photographic plate maker for duplicating purposes.

Cleans equipment and makes minor repairs as required.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Considerable knowledge of the various kinds of paper, inks, and chemicals used in duplicating work.

Considerable knowledge of the operation, adjustment, and maintenance of offset presses and other duplicating equipment.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to maintain duplicating equipment in good working order and to make normal repairs and adjustments.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

**MINIMUM EXPERIENCE AND EDUCATION REQUIRED:** (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possession of a high school diploma or equivalent and at least two years experience as a Duplicating Equipment Operator II or comparable experience.

**FLSA STATUS:** Non-Exempt

**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.