

OFFICE MACHINE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This is skilled work involving the operation and maintenance of machines utilized in the reproduction and assembly of documents. The specific machines utilized in the performance of this work may differ depending on the department where the duties are performed. The work is performed under the general supervision of an office administrator or machine operator of higher level, but much of the work entails considerable individual responsibility. Work guidance may be provided to unskilled employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates various office reproducing and duplicating machines (e.g., depending upon location, Multigraphics 1650 Offset Press, AB Dick 9810XC Offset Press, 1250 single head multi-offset press, Kodak 300 high speed copier, Kodak 2100 high speed copier, Minolta copy machine and a variety of platemakers, collating, folding, stitching and binding machines);

Cuts, sorts, collates, folds, punches, drills, staples and binds reproduced paper materials by machine or hand;

Adjusts, cleans, oils and makes minor repairs to machines and equipment used;

Keeps records regarding job assignments, supplies used, completion dates and chargeback data;

May assist in developing layout and typesetting items submitted for reproduction;

May assist in requisitioning and storing supplies and parts and accounting for their use;

May provide work guidance to others in the operation of the unit.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of use and operation of machines commonly used in office reproduction work; working knowledge of office practices and office terminology; working knowledge of paper stock and other materials used in reproduction work; ability to understand and carry out oral and written instructions; ability to make minor adjustments and/or repairs to machinery used in office reproduction work.

MINIMUM QUALIFICATIONS: Two (2) years of work experience in the operation of one or more of the following: offset press, platemaker, highspeed and high-volume duplication machines with finishing capabilities, drill press, binding and stitching machines.

PROMOTION: One (1) year of permanent status as an Assistant Office Machine Operator.