

DUPLICATING EQUIPMENT OPERATOR 1**Nature of Work**

Under general supervision, performs full-performance level work in the duplication of printed and photographic material neatly and accurately through the set up and operation of offset presses of all sizes. Materials reproduced include forms, letters, booklets, pamphlets, maps, legal documents, halftones, spot color, and related materials. May operate cameras and platemaking equipment. Desired results are reviewed for conformation with instruction, but technical aspects and the exact method of accomplishing objectives are left to the employee. Performs related work as required.

Distinguishing Characteristics

The Duplicating Equipment Operator 1 performs basic duplicating on offset presses of all sizes, while the Duplicating Equipment Operator 2 performs specialized duplications on offset presses of all sizes, which typically could include such operations as close registration and process color reproduction. The Duplicating Equipment Operator 2 may also function as a lead worker.

Examples of Work

Prepares for and performs basic operation of offset printing presses to print a variety of forms, letters, reports, booklets and other materials; makes minor machine adjustments to insure correct image transfer or copy. Performs daily maintenance on machines and makes minor repairs. May make plates to reproduce simple line drawings and similar materials.

Knowledge, Skills and Abilities

Knowledge of the basic operation, adjustment and maintenance of offset printing presses.
Knowledge of the various kinds of paper, inks and chemicals used in offset duplicating work.
Skill in the operation of offset duplicating equipment.
Ability to keep simple clerical records.
Ability to understand and follow oral and written instructions.

Minimum Qualifications

TRAINING Graduation from a standard high school or the equivalent.
SUBSTITUTION Two years of full-time or equivalent part-time paid experience as described below may be substituted for the required training.

DUPLICATING EQUIPMENT OPERATOR 1 (CONT'D)

Minimum Qualifications (cont'd)

EXPERIENCE One year of full-time or equivalent part-time paid experience in the operation or maintenance or repair of printing, duplicating, and related equipment, including some work on offset printing presses.

SUBSTITUTION Completion of a formalized training course offered by Job Corps, OIC, business school or a vocational school may be substituted for the required experience.

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