

Class Specifications
for the Classes:

DUPLICATING MACHINE OPERATOR II & III
(DUPLICATING MACHINE OPTR II & III)

Distinguishing Characteristics:

Positions in this series independently operate and maintain a variety of duplicating machines and auxiliary equipment to print or make copies of materials such as books, circulars, booklets, brochures, reports, forms, maps, education and training materials, quizzes, tests and examinations, flyers, posters, newsletters, catalogs, and directories. Duplicating work is performed as a primary and major assignment, and positions may also perform other duties as required.

Level II: Performs duplicating work characterized by the continuous reproduction of a limited variety of material where few problems are encountered in organizing, scheduling and coordinating the printing jobs and in ordering and maintaining supplies and equipment.

Level III: Performs the full range of duplicating operations for a department, with full technical responsibility for operation of the department's production printing unit. This responsibility involves the operation and maintenance of a variety of duplicating machines and related auxiliary equipment. Work is complicated by the continuous coordination and scheduling of varied and non-standard duplication job requests. Personal contacts are with department personnel to receive and clarify duplication job requests and printing methods.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed.)*

1. Operates duplicating machines and the associated software such as digital duplicators, scanners, laser printers and photo copiers or other machines in printing reports, informational and educational materials (e.g., leaflets, booklets, circulars, brochures, workbooks, syllabus, lecture notes) and other materials;

2. Operates computer-based duplicating machines (e.g., scanners, plotters and wide format scanners and printers) and the associated software in making prints of maps, plans, drawings, tracings, charts, documents and certificates;
3. Makes job cost estimates;
4. Keeps production and cost records and makes periodic reports;
5. Maintains stock of various types of paper, toner, stencils, and other supplies;
6. Scans and stores digital files into databases;
7. Compiles databases and other documents for public access;
8. Distributes files electronically;
9. Converts format for electronic files as needed;
10. Advises users or clients as to layout, format, and quality and grade of paper to be used;
11. Reviews job orders to select appropriate methods to be used;
12. Services, adjusts and keeps equipment in good running condition;
13. Operates various other office machines such as folding machines, stitching or stapling machines, collators, binding machines, paper cutters, perforator, typewriters and computer-based equipment and software.

Knowledge and Abilities Required:

Knowledge of: The operation of commonly used duplicating machines, auxiliary equipment and duplicating computer software; papers, toner and other supplies used in the duplicating processes; and office practices and procedures.

Ability to: Operate and make minor adjustments to one or more kinds of duplicating machines including computer-based duplicating machines; keep office records; maintain effective working relationship with others; and plan production schedules and make cost estimates.

This is an amendment to the class specification for the classes DUPLICATING MACHINE OPERATOR II and III (DUPLICATING MACHINE OPTR II & III), which was approved on March 18, 1977.

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