



## DUPLICATING EQUIPMENT OPERATOR

Job Code: 156BOE (12 Month) &  
155BOE (10 Month)  
Bargaining Unit: 01  
Effective Date: 2/24/2004

### Description of Work

#### General Statement of Duties

Performs skilled clerical work operating office duplicating and peripheral equipment; and performs related duties as required.

#### Supervision Received

Works under the close technical supervision of a higher level duplicating equipment operator and the close administrative supervision of the unit or division head.

#### Supervision Exercised

None.

### Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class.

Operates duplicating equipment including standard off-set duplicating machines, photo-stat plate maker, electrostatic copier, two and four color off-set presses, computer to plate equipment and high speed copy machines.

Operates peripheral equipment including drill press, electric and manual cutter, stitcher, perfect binding machine, electric and vacuum collator and envelope inserting equipment.

Cleans duplicating equipment and makes minor adjustments, prepares and changes chemical solutions.

Completes work records; maintains files of stencils, plates and related material.

Maintains inventory of paper stock and other material; requisitions supplies as required.

### Knowledge, Skills, and Abilities

Working knowledge of general office procedures.

Working skill in performing minor maintenance and making routine adjustments on duplicating equipment.

Considerable skill in the operation of off-set duplicating and peripheral equipment.

Some ability to lift and move duplicating supplies.

### Minimum Qualifications

One year of experience as a Duplicating Equipment Operator Trainee or equivalent.