

[Go Back](#)**NASSAU COUNTY****Title : DUPLICATING MACHINE
OPERATOR****SCHOOL DISTRICTS****Code: 850060 6NA****CLASS SPECIFICATION****Page : 1 of 1****Competitive****GENERAL STATEMENT OF DUTIES**

Operates offset process duplicating machinery in reproducing a variety of printed materials; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties involve the large-scale duplication of a variety of forms, charts, letters, brochures, publications, and similar material on an offset printing machine.

TYPICAL DUTIES

1. Operates one or more offset printing machines to reproduce a wide variety of forms, publications, charts, letters, reports, and other material.
2. Makes minor adjustments to duplicating machines, cleans and oils machines, and makes minor repairs.
3. Keeps records of supplies and materials required and used.
4. Inspects printed copies for quality of printing and adjusts machine until work is satisfactory.
5. Operates an addressograph machine in the addressing of various types of office forms, charts, checks, envelopes, mailing lists, etc.
6. Maintains files of addressograph plates, stencils, and mailing lists.
7. Collates, staples, and folds duplicated material, using a folding machine as required.
8. Makes reports of work produced.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of the operation of offset printing machines.
2. Some knowledge of office terminology procedures and equipment.
3. Some knowledge of business arithmetic and English.
4. Ability to understand and follow moderately complex oral and written directions.
5. Clerical and mechanical aptitude.

MINIMUM QUALIFICATIONS**Training and Experience**

Graduation from high school

and

One year of experience in the operation of offset printing machines.

NOTE: Experience, as outlined above, may be substituted for high school education on a year-for-year basis up to a maximum of four years.

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