

[Go Back](#)**NASSAU COUNTY****Title : DUPLICATING MACHINE  
SUPERVISOR****SCHOOL DISTRICTS****Code: 850075 6NP****CLASS SPECIFICATION****Page : 1 of 1****Competitive****GENERAL STATEMENT OF DUTIES**

Supervises the activities and production of graphic arts products in a duplicating unit; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, the position requires supervision, coordination and participation in the work of a duplicating unit.

**TYPICAL DUTIES**

1. Supervises and participates in negative making, platemaking, offset presswork, binding operations, stencil and multigraph reproduction processes.
2. Inspects completed work for quality and adherence to specifications.
3. Advises ordering agencies on improvement of forms and other materials.
4. Acts as technical advisor to other departments in printing and duplicating matters.
5. Instructs employees in the use of equipment.
6. Maintains records and orders equipment and supplies.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Considerable knowledge of the application and use of cameras, platemakers, offset-type presses, stencil, spirit and multigraph machines.
2. Knowledge of papers, inks, fluids and chemicals used in camera work and offset printing.
3. Ability to plan and coordinate work of a duplicating unit with other departments.
4. Ability to train and supervise subordinate personnel.
5. Ability to operate and maintain all types of duplicating machine equipment.

**MINIMUM QUALIFICATIONS****Training and Experience**

Graduation from high school, or vocational school, including or supplemented by training in printing by direct and offset methods  
and

Three years of experience in the operation of cameras, platemakers and offset presses, including one year of supervisory experience.

**NOTE:** Additional experience, as listed above, may be substituted for high school on a year-for-year basis, up to a maximum of two years.

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