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NASSAU COUNTY

**Title : SENIOR DUPLICATING
MACHINE OPERATOR**

SCHOOL DISTRICTS

Code: 850080 60A

CLASS SPECIFICATION

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GENERAL STATEMENT OF DUTIES

Performs semi-skilled work in operation, adjustment and care of duplication machines producing a variety of printed materials; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, accomplishes more complicated reproduction processes with some independent responsibility for determining processes to be used.

TYPICAL DUTIES

1. Sets up and operates offset printing machines, stencil or multigraph machines;
2. Selects film, sets up camera and makes negatives;
3. Opaques film with fluid and brush to eliminate light spots;
4. Mixes chemicals used in duplicating work;
5. Performs routine maintenance of equipment;
6. Maintains files of plates, stencils and records;
7. May supervise duplicating machine operators;
8. Collates, staples and folds duplicated material using folding machine as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of the operation of duplicating machines and application and use of all types of binding machines;
2. Ability to supervise and train employees in the use of duplicating machines and related equipment;
3. Ability to operate and maintain all types of duplicating equipment.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school

and

Two years of experience in the operation of offset printing machines.

NOTE: Experience in excess of the two years may be substituted for high school on a year-for-year basis up to a maximum of two years.

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