

**Alaska Court System
Class Specification**

OFFSET DUPLICATION MACHINE OPERATOR

Range: 12

EEO4: 7

SOC: 51-5023

Class Code: C0190

Definition:

Under general supervision, operates a variety of complex and sensitive offset duplicating and related photographic equipment.

Distinguishing Characteristics:

This is a single position job class which requires a moderate degree of independent judgment in setting up projects and establishing work priorities.

This position requires the application of previously learned and perfected skills in order to satisfactorily render acceptable copies of fine detailed design drawings, plans, specifications, forms, reports, and other material.

Supervision Received: Serves under the general supervision of the Central Services Supervisor.

Supervision Exercised: May perform on-the-job training and make assignments to a small staff of assistants and/or trainees.

Complexity of Tasks: Duties are of moderate difficulty requiring the application of previously learned and perfected skills.

Examples of Duties:

Operate and maintain equipment such as offset presses, photocopiers, and other duplicating and reproducing machines.

Make metal and paper masters.

Make runs from paper or metal plates and in one or more color; mix ink and adjust rollers and blankets for proper operation.

Advise personnel in preparation of layouts on artwork for reproduction.

Perform other services such as collating, binding, drilling, stapling, and distribution.

Train others in the use of duplicating and reproducing machines.

Perform other related work as required.

Knowledge, Skills, Abilities:

The Offset Duplication Machine Operator requires knowledge of:

- The operation of offset and other duplicating machines.
- Office procedures.
- Ink and paper stocks used in offset work.
- Photocopying.

The Offset Duplication Machine Operator requires the ability to:

- Make minor adjustments to offset presses and maintain them in good working condition.
- Perform miscellaneous clerical work.
- Carry out oral and written instructions.
- Supervise other employees.

Minimum Qualifications:

Graduation from high school or completion of a General Education Development (GED) certificate AND three (3) years of progressively responsible printing experience with at least one year as a journey level offset duplication machine operator.

Substitution:

Additional qualifying work experience may be substituted for the required education on a year-for-year basis.

7/86 – Revised

4/89 – Revised

3/14 – Revised