

OFFSET PRESS OPERATOR

GENERAL STATEMENT OF DUTIES: Operates office duplicating and typesetting machines for a school district; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, operates offset press, electrostat, plate camera, collator, stitcher and copying machines, for the reproduction of a variety of office forms, charts, reports, newsletters, pamphlets, timetables and other material in a centralized duplicating unit of a school district. Work may occasionally involve multi-color duplicating or paste-up mechanicals. Supervision is not a responsibility of this class.

EXAMPLES OF WORK: (Illustrative only)

Operates and maintains the following equipment: offset presses up 14 x 17", electrostat, plate camera, collater, stitcher and copying machines;

Completes and provides the unit supervisor with records of shop production for reporting work volumes, output, and backlogs;

Furnishes unit supervisor with all pertinent job information for billing individual departments;

Performs other duties on assignment as they relate to mail delivery, receiving and stockroom functions;

Performs inventory of paper and other necessary materials and supplies for the Unit;

Maintains stock and supply areas in a neat and orderly manner;

Cleans equipment and makes minor adjustments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the operation, adjustment, and cleaning of an offset machine or typesetting machine; familiarity with the methods of preparing plates and negatives for offset duplicating; ability to make simple mathematical calculations; ability to get along well with others; initiative; courtesy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from high school, vocational, or trade school or possession of an equivalency diploma and one year of experience in the operation of offset presses and related equipment; or (b) five years of work experience, one year of which involved the operation of offset presses and related equipment; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.