



## CLASS SPECIFICATION

Class Code: 0213  
Date Est: 7/73  
Last Rev: 8/2006  
Last Title Chg: 3/2001  
FLSA: non-exempt

### DUPLICATING EQUIPMENT OPERATOR II

#### **DEFINITION**

Under direction, operates a variety of the more complex and specialized duplicating and bindery equipment in the Reprographics Unit; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Three years of full-time experience operating a variety of reproduction equipment; OR two years as a Duplicating Equipment Operator I in Washoe County; OR an equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATE**

NA

#### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey, specialist level in the Duplicating Equipment Operator class series. It is distinguished from Duplicating Equipment Operator I by the performance of more complex technical assignments such as regular operation of multilith presses, complex bindery equipment. Assignments require the incumbent to function with a high level of independence and judgment in a specially assigned activity.

#### **SUPERVISION EXERCISED**

None.

#### **EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

##### Duplicating Equipment:

Prepare, copy, or print all material used by County departments including letterhead, envelopes, business cards, forms, reports, and flyers.

Multi-color, close register, high quality printing.

Prepare and develop offset plates.

Mask, opaque, and strip material.

Operate, adjust, and maintain a wide variety of duplicating and associated equipment including multilith presses.

Compose and produce layouts.

Operate copiers and related equipment.

Operate addressing equipment.

Maintain stock and production records.

Mix colors for custom color printing.

Make repairs and adjustment to equipment.

Maintain inventory of paper and supplies.

Review work for quality control.

Consult with user departments on job requirements.

Act for supervisor in his/her absence.

**Bindery:**

Gather, insert, fold, paste, collate, and segregate numbered jobs.

Perform assignments involved in inspecting books and in gathering, folding, inserting, and pasting.

Operate drilling and punching machines.

Repair books.

Operate machines used in stitching, numbering, cutting, spiral binding, folding, punching, perforating, and drilling.

May operate various types of equipment in printing sections.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**

Departmental/division policies and procedures.

Comprehensive knowledge of methods, procedures, materials, and equipment used in a full line reprographics facility including specialized knowledge of lithographic processing, bindery, composing, and press room operations.

Stripping and opaque techniques.

**Ability to:**

Operate the more complex duplicating, printing, and bindery, equipment.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

**Knowledge of:**

Materials, equipment, methods, and techniques used in duplicating, bindery, and related work.

Operation and maintenance of offset printing, duplicating, and bindery, equipment.

Bindery techniques.

Paste-up and lay out practices.

**Ability to:**

Operate reprographics equipment such as Heidelberg presses, letter and offset presses, plate burner, and plate maker.

Layout and prepare materials.

Establish time and material costs.

Meet deadlines.

Apply policies and procedures.

Communicate effectively, both orally and in writing.

Maintain effective working relationships with division staff and representatives of other departments.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to sit for extended periods. Ability to lift and move objects weighing up to 50 lbs. Ability to distinguish basic colors and shades of color. Ability to work under conditions involving exposure to noise, dust, grease, and chemicals.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*

Approved WERCCS Job Evaluation Committee

Date March, 2001