

Department: Board of Supervisors
Classification: Competitive
Grade: 3M/C

SPEC DISK G1
DOCUMENT 66

PRINTING MACHINE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the operation and maintenance of an offset printing machine and related equipment. The work also involves designing and producing printed materials and forms used by County departments, other civil divisions and for public display. The duties also include responsibility for performing routine clerical and typing assignments associated with the other programs as well as the printing operation. General supervision is received from the Clerk, Board of Supervisors with considerable leeway allowed for the exercise of independent judgment in planning work methods and details. The Clerk is available for consultation on unusual problems or to provide instructions on new or difficult assignments. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Receives requisitions and fills orders for printing work such as forms, pamphlets, reports, bulletins and related materials;
Operates offset printing machine and related equipment in completing duplicating assignments;
Operates a variety of equipment related to the printing process such as electric collator, stapler, binder, paper cutter, copier and padding form;
Assists in designing and creating graphics for posters, letterheads, brochures, and signs by using a variety of techniques such as prestype, chart-pac, letter press and dot patterns;
Sets up narrative or tabular material or forms using a composing machine;
Decides on lay-out, spacing, size and style of printing to be used in preparing attractive and well balanced copy;
Prepares copy on paper, stencils or plates for publication by offset duplication;
Works with department personnel in selecting methods of duplication to be used on a particular job;
Cleans, lubricates and makes minor repairs to equipment;
Prepares and types reports, correspondence and keeps inventory costs control records for the department;
Determines charges for printing services provided to county departments and other civil divisions based on the costs incurred;
Receives and records payments and transmits them to the Treasurer's Office for disposition;
Orders supplies and materials used to keep related records for billing purposes.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation of offset duplicating and related equipment; good knowledge of duplicating tools, techniques and terminology; good knowledge of printing inks, paper and other materials; good knowledge of the compositions and layout of duplicating work; working knowledge of office terminology, equipment and procedures; ability to make minor adjustments and repairs to equipment and procedures; ability to understand and follow detailed oral and written directions; ability to maintain accurate records and prepare reports; ability to make arithmetic computations; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from high school including or supplemented by a course in typing or possession of an equivalency diploma and two years of experience in the operation of offset duplicating machines and related equipment; or

(b) An equivalent combination of training and experience as defined in (a).

Amended 8/7/90