

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Reproduction Equipment Operator

SERIES NO.:

1242

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:

02/26/2012

SERIES PURPOSE:

The purpose of the reproduction equipment operator series is to reproduce or film documents through use of photocopying, microfilm, microfiche or related equipment.

At the lowest level, incumbents operate & maintain photocopying, microfilm &/or related equipment as their primary responsibility. At the middle level, incumbents function as lead workers over lower-level reproduction equipment operators & perform photocopying or microfilming.

This series does not include operators of printing presses (see Printing Machine Operator series).

CLASS TITLE:

Reproduction Equipment Operator 1

CLASS NUMBER:

12421

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The full performance class works under general supervision & requires considerable knowledge of reproduction equipment operation & maintenance in order to reproduce or film documents & materials.

CLASS TITLE:

Reproduction Equipment Operator 2

CLASS NUMBER:

12422

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of reproduction equipment operation & maintenance in order to lead lower-level workers in reproducing or filming documents & materials.

CLASS TITLE: Reproduction Equipment Operator 1	CLASS NUMBER: 12421	BARGAINING UNIT: 09
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EFFECTIVE DATE:

03/26/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Operates photocopy, microfilm, microfiche &/or blueprint reproduction equipment to produce copies or film documents, inspects final product to assess quality, refills/replaces supplies (e.g., paper, toner) in machines, cleans, adjusts & performs routine maintenance on equipment &/or arranges for major repairs by service representatives, operates peripheral equipment (e.g., binding machines, microfilm duplicators, microfiche readers).

Organizes & packages reproduced materials for delivery &/or mailing; prepares materials for microfilming; delivers completed products to requesting employee or office; performs miscellaneous clerical duties (e.g., answers telephone; receives & opens mail; stocks shelves; types; inventories & orders supplies).

Logs incoming work &/or logs machine use or work production; files &/or retrieves documents or microfiche/microfilm from files.

MAJOR WORKER CHARACTERISTICS:

Knowledge of office practices & procedures*; addition, subtraction, multiplication & division. Skill in operation of reproduction equipment (e.g., photocopiers, microfilm equipment). Ability to carry out instructions in written, oral or picture form; read short sentences with concrete vocabulary; arrange items in numerical or alphabetical order; stand, sit or bend continuously; move limbs/fingers easily to perform manual functions repeatedly.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction, multiplication & division & in reading & writing common English vocabulary; 3 mos. trg. or 3 mos. exp. in operation of reproduction equipment (e.g., photocopiers, microfilm equipment).

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to constant loud noise; required to sit or stand for long periods of time.

CLASS TITLE: Reproduction Equipment Operator 2	CLASS NUMBER: 12422	BARGAINING UNIT: 09
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EFFECTIVE DATE:

03/26/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Functions as lead worker over reproduction equipment operators &/or other staff (e.g., assigns work & priorities, establishes due dates & monitors quality of work & production levels; trains lower-level workers & assists staff in resolving problems regarding equipment &/or methods of operation; logs incoming work).

Operates photocopy, microfilm &/or related reproduction equipment to produce copies or film documents; inspects final product to assess quality; refills/replaces supplies (e.g., paper, toner) in machines; cleans, adjusts & performs routine maintenance on equipment &/or arranges for major repairs by service representatives; operates peripheral equipment (e.g., bindery machines, microfilm duplicators, microfiche readers); inventories & orders supplies; performs miscellaneous clerical duties (e.g., answers telephone; receives & opens mail; stocks shelves; tabulates bills for printing orders).

Responds to telephone or in-person inquiries from employees regarding printing or microfilming work; explains procedures & answers questions.

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training & development*; addition, subtraction, multiplication & division; office practices & procedures. Skill in operation of reproduction equipment (e.g., photocopiers, microfilm equipment). Ability to deal with problems involving several variables within familiar context; write routine business records following standard procedures; stand, sit or bend continuously; move limbs/fingers easily to perform manual functions repeatedly.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction, multiplication & division & in reading & writing common English vocabulary; 9 mos. trg. or 9 mos. exp. in operation of reproduction equipment (e.g., photocopiers, microfilm equipment); 1 course or 3 mos. exp. in office practices & procedures.

-Or 4 mos. exp. as Reproduction Equipment Operator 1, 12421.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to constant loud noise; required to sit or stand for long periods of time.