

**ATTORNEY GENERAL
CLASSIFICATION
SPECIFICATION**

<u>Classification Series:</u> Office Services Printing Machine Operator	<u>Series No.</u> 5273AG
<u>Major Agencies:</u> Attorney General	<u>Effect. Date:</u> 11/3/13

Series Purpose:

The purpose of the office services printing series is to coordinate production of printing orders & materials.

At the higher level, incumbents act as lead worker.

Class Title: Office Services Printing Machine Operator 1 Class Number: 52731AG

Class Concept:

Effective: 9-06-01

The developmental level class works under general supervision & requires working knowledge of Office Services Section & printing procedures in order to produce printed materials (e.g., forms; brochures; briefs; certificates) through use of darkroom pre-press, print machines, offset & duplicator presses or related equipment.

Class Title: Office Services Printing Machine Operator 2 Class Number: 52732AG

Class Concept:

Effective: 9-06-01

The full performance level class works under general supervision & requires considerable working knowledge of Office Services Section & printing procedures in order to produce printed materials (e.g. forms; brochures; briefs; certificates) through use of darkroom pre-press, print machines, offset & duplicator presses or related equipment.

<u>Class Title:</u>	Class No:	<u>Barg.</u>
Office Services Printing Machine Operator 1	52731AG	<u>Units:</u>
		45

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.)

Learns to conduct phases of printing process (e.g., darkroom pre-press stage; printing process & bindery/finishing stage) to produce printed materials (e.g., forms; brochures; briefs; certificates), strips negatives & exposes/develops metal plates on NuArc Exposure Cabinet & silver masters plates on Mitsubishi CP50; operates offset & duplicator presses (e.g., AB Dick 360, AB Dick 9870, AB Dick Centruy 3500SF), determines printing jobs (e.g. black & white, color, & multicolor), maintains critical &/or exact registration (e.g., vertical/horizontal alignment), adjusts controls (e.g., pressures, ink flow, water balance), of printing machines to ensure high quality printing, mixes ink &/or chemicals to formulate desired results & operates bindery/finishing equipment (e.g., paper cutters; Standard Duplo collating/booklet maker; Standard Horizon collator/booklet maker; Challenge folder, padding presses) & operates xerographic equipment (e.g. Xerox Docutech; Xerox 5800).

Assists with inventory maintenance & orders supplies/materials for all operational needs, gathers supplies from storeroom to complete jobs & stocks new supplies on shelves, maintains publication inventory, cleans parts & performs routine maintenance on all equipment to ensure good working condition (e.g. installation of replacement parts; adjusting pressures; fine-tuning equipment for optimum performance; placing service calls when needed), delivers completed print jobs & answers routine printing inquiries.

Major Work Characteristics:

Knowledge of various printing procedures*; printing equipment & safety practices & procedures*. Skill in operation of offset or duplicator presses*; Xerographic equipment*; printing equipment* (e.g. duplicators, folders, plate makers, padding presses; paper cutters). Ability to carry out assigned tasks within noisy environment; carry our instructions in written, oral or picture form; understand system of mechanical or other procedures (e.g., AB Dick 360, AB Dick 9870, AB Dick Century 3500SF); copy material accurately & recognize grammatical & spelling errors; work within deadlines; perform routine maintenance of print shop equipment; demonstrate dexterity; use arms, hands & fingers skillfully; lift up to 50 lbs.

*Developed after employment

Minimum Class Qualifications For Employment: 6 mos. exp. or 6 mos. trg. in printing procedures.

Training and Development Required to Remain In the Classification After Employment: Not Applicable

Unusual Working Conditions: Exposed to rapid & noisy printing press equipment, Chemical fumes & ink stains.

<u>Class Title:</u> Office Services Printing Machine Operator 2	Class No: 52732AG	<u>Barg. Units:</u> 45

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.)

Conducts phases of printing process (e.g., darkroom pre-press stage, printing process, & bindery/finishing stage) to produce printed materials (e.g., forms; brochures; briefs; certificates), strips negatives & exposes/develops metal plates on NuArc Exposure Cabinet & silver masters plates on Mitsubishi CP50, operates offset & duplicator presses (e.g., AB Dick 360, AB Dick 9870, AB Dick Centruy 3500SF), determines printing jobs (e.g. black & white, color, & multicolor), maintains critical &/or exact registration (e.g., vertical/horizontal alignment), adjusts controls (e.g., pressures, ink flow, water balance) of printing machines to ensure high quality printing, mixes ink &/or chemicals to formulate desired results, operates bindery/finishing equipment (e.g., paper cutters; Standard Duplo collating/booklet maker; Standard Horizon collator/booklet maker; Challenge folder; padding presses) & operates xerographic equipment (e.g. Xerox Docutech, Xerox 5800).

Prepares specifications for printing jobs (e.g. cost analysis; pricing; outsourcing), advises section of completion times for printing requests, orders & tracks printing jobs out-sourced through State Printing or other printers.

Assists with inventory maintenance & orders supplies/materials for all operational needs; gathers supplies from storeroom to complete jobs & stocks new supplies on shelves; maintains publication inventory; cleans parts & performs routine maintenance on all equipment to ensure good working condition (e.g. installation of replacement parts; adjusting pressures; fine-tuning equipment for optimum performance; placing service calls when needed); delivers completed print jobs; answers routine printing inquiries.

Major Work Characteristics:

Knowledge of various printing procedures*; printing equipment & safety practices & procedures*. Skill in operation of offset or duplicator presses*; Xeroxgraphic equipment*; printing equipment* (e.g. duplicators, folders, plate makers, padding presses; paper cutters). Ability to carry out assigned tasks within noisy environment; carry our instructions in written, oral or picture form; understand system of mechanical or other procedures (e.g., AB Dick 360, AB Dick 9870, AB Dick Century 3500SF); copy material accurately & recognize grammatical & spelling errors; work within deadlines; perform routine maintenance of printing equipment; demonstrate dexterity; use arms, hands & fingers skillfully; lift up to 50 lbs.

*Developed after employment

Minimum Class Qualifications For Employment: 12 mos. exp. or 12 mos. trg. in printing procedures.

Or 24 mos. exp. as Office Services Printing Machine Operator 1

Training and Development Required to Remain In the Classification After Employment: Not Applicable

Unusual Working Conditions: Exposed to rapid & noisy printing press equipment, Chemical fumes & ink stains.