REVISED: 8 February 2004

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Office Machine Operator 1	CODE: 12421C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under direct supervision from office management or departmental supervisor, operates small office machines &/or basic, automatic duplicating equipment for routine &/or production copy &/or record work; performs clerical tasks related to copy &/or record work;
-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	67-87	Operates small office machines for routine copy &/or record making (e.g., ozalid, blueprint, microfilm, microfiche, sorter, collator, graphotype, headliner, binder, punch stapler, photostat, engraver, laminator, die cutter, stencil cutter) &/or basic automatic duplicating equipment for routine &/or production copy work (e.g., Xerox, addressograph, mimeograph, photocopy).	Knowledge of (1) office machine operation, (2) office practices & procedures*; ability to (3) demonstrate common sense to carry out instructions in written, oral or picture form, (4) count, add, subtract, read, copy & record figures, (5) sort items into categories, (6) work alone on most tasks.
2	2-12	Performs clerical tasks related to routine or production copy or record work (e.g., collates, compiles & staples; cleans & does minor machine maintenance; receives, logs & delivers jobs; pulls & files records; reviews & proofs for legibility, accuracy & quality; sorts & codes; stocks supplies).	Knowledge of 2*, ability to 3, 4, 5, 6.
3	2-27	May perform additional clerical tasks (e.g., receives & opens mail; sorts, stamps & delivers mail; prepares & sends mail; provides messenger or errand services; inventories or moves supplies; types; answers phone).	Knowledge of 2*. (*) Developed after employment.

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENT (including license, if any.): Ability to add, subtract, multiply & divide whole numbers & to read & write simple sentences plus: 100 hrs. training in operation of photo reproduction & office machines (or 1 mo. exp.); or equivalent.