NEW AUG 0 4 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Office Machine Operator 2	CODE: 12422C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from office management or department supervisor, operates small office machines for complex copy &/or record work, &/or operates large-scale automatic duplicating equipment for production copy work;

-PERFORMS RELATED DUTIES AS REQUIRED.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	44-64	Operates small office machines for complex copy &/or record work (i.e., usually involving manual operations or adjustments & constant attention to mechanical functioning of machinery or equipment, as opposed to setting up & observing automatic functions); operates automatic duplicating equipment for production copy work (e.g., xerox 4000, 6000, 7000, 2300 copy center, multilith 1250) with no multi-color involved.	Knowledge of (1) office machine operation, (2) office practices & procedures*; ability to (3) carry out instructions in written, oral & picture form, (4) add, subtract & record figures, (5) copy material from one record to another, catching gross errors, (6) sort items into categories.
2	9-29	Performs clerical & technical tasks related to copy &/or record work, including record-keeping, minor repairs & preventive maintenance on machines or equipment, & operation of peripheral or related equipment.	Knowledge of 1, 2*; ability to 3, 4, 5.
3	8-28	Performs routine clerical tasks (e.g., receives, sends out, prepares, opens, sorts & delivers mail; delivers supplies; answers phone).	Knowledge of 2*; ability to 3, 4, 5, 6.
4	0-19	Assists, trains & advises other operators; assists area supervisor or substitutes for supervisor.	Knowledge of 2*; ability to (7) cooperate with co-workers on group projects.

(60)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(Including license, if any.)* Ability to add, subtract, multiply & divide whole numbers & to read & write simple sentences plus: 300 hrs. training in operation of photoreproduction & office machines; (or 3 mos. exp.); or equivalent.	TRAINING & DEVELOPMENT: