

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	CLASSIFICATION SERIES: Reproduction Equipment Operator	SERIES NO.: 1242
	MAJOR AGENCIES: Attorney General only	EFFECT. DATE: 01/01/1980

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 highest level, incumbents function as lead workers over lower-level reproduction equipment operators & perform photocopying or microfilming.

CLASS TITLE:

Reproduction Equipment Operator 1

CLASS NUMBER:

12421

EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

01/13/1991

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:

01/01/1980

NEW EFFECTIVE DATE:

01/13/1991

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.

<u>CLASS TITLE:</u> Reproduction Equipment Operator 1	<u>CLASS NO.:</u> 12421	<u>BARG. UNITS:</u> 045
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EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

01/13/1991

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.

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 alternative, equivalent evidence of the Major Worker Characteristics 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 NO.: 12422	BARG. UNITS: 045
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EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

01/13/1991

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 & 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 alternative, equivalent evidence of the Major Worker Characteristics 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.