

**ATTORNEY GENERAL  
CLASSIFICATION  
SPECIFICATION**

<b><u>Classification Series:</u></b> Office Services Printing Machine Operator	<b><u>Series No.</u></b> 5273AG
<b><u>Major Agencies:</u></b> Attorney General	<b><u>Effect. Date:</u></b> 9/6/01

**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.

**Class Title: Office Services Printing Leader Class Number: 52733AG**

**Class Concept:** **Effective: 6-23-00**

The full performance level class works under direction & supervision & requires thorough 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 & serves as team leader over lower level printing support staff.

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

<b><u>Class Title:</u></b>	<b>Class No:</b>	<b><u>Barg.</u></b>
Office Services Printing Machine Operator 2	52732AG	<b><u>Units:</u></b>
		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\*; 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 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.**

<b><u>Class Title:</u></b> Office Services Printing Leader	<b>Class No:</b> 52733AG	<b><u>Barg. Units:</u></b> 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.)

Serves as team leader by providing work direction & training to office services printing operators &/or specialist on daily basis at main office & offices where no higher level direct supervisor/manager is located (i.e. distributes work, trains new personnel, assists with employee performance reviews, prepares & reviews attendance reports, monitors flow of work through section, ensures timely processing of print jobs & printing documents & keeps supervisor apprised of work unit issues).

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 Century 3500SF); determines printing jobs (e.g. black & white; color; & multicolor); maintains critical &/or exact registration (e.g., vertical/horizontal alignment); adjusts controls (e.g., pressure; 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 requisition forms & approves all invoices for purchases; evaluates, researches & makes recommendations for new equipment; 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. installs replacement parts; adjust pressures, fine-tunes equipment for optimum performance; places service calls when needed); delivers completed print jobs; answers routine printing inquiries.

**Major Work Characteristics:**

Knowledge of employee training & development\*; office management; Office Services policies & procedures\*; printing procedures\*; printing equipment & safety practices & procedures\*; public relations. 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 out 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:** 24 mos. exp. or 24 mos. trg. in printing procedures.

Or 36 mos. exp. as Office Services Printing Machine Operator 2

Or alternative, equivalent evidence of the Minimum Class Qualifications noted above.

**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.