

SENIOR OFFICE MACHINE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This is skilled work involving the operation and maintenance of machines utilized in the reproduction and assembly of office records and documents, including but not limited to, microcomputers, printing presses, platemakers and folding machines. The specific machines utilized in the performance of this work may differ depending on the department or location where the duties are performed. The work is distinguished from that of an Office Machine Operator in the independence of decision making and the difficulty of assignments required in the production, layout, typesetting and printing of newsletters, brochures, certificates, letterheads, etc. and desk top publishing. The work is performed under the general supervision of a higher-level administrator and work guidance (e.g. lead work) may be provided to Office Machine Operators. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates a microcomputer, using software appropriate to various reproducing activities, and uses software and hardware to scan and import photographs and halftones into publications and artwork; Operates various office reproducing machines including but not limited to copiers, printing press, bin collator, platemaker, folding and cutting machines;
Typesets newsletters, letterhead, brochures, forms, etc;
Acts as a troubleshooter in the operation of office reproducing machines and provides training to new employees in the operation of same;
Adjusts, cleans, oils and makes minor repairs to reproducing machines and equipment;
Meets with department representatives to plan reproduction jobs;
May process and distribute mail;
May requisition the storing of supplies and parts and account for their use;
May provide work guidance to Office Machine Operators, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the use and operations of machines commonly used in office reproduction work; good knowledge of paper stock and other materials used in reproductions work; working knowledge of office terminology and practices; ability to understand and carry out oral and written instructions; ability to make minor adjustments and/or repairs to machinery used in office reproduction work; ability to use software appropriate to office reproduction work*.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years experience in office machine operation involving several different kinds of office reproduction machines (e.g. offset press, platemaker, highspeed and high-volume duplication machines with finishing capabilities, drill press, binding and stitching machines.)

PROMOTION: Two (2) years of permanent status as an Office Machine Operator.

*To be demonstrated during the probationary period.