

## OFFSET PRINTING MACHINE OPERATOR TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This position is for training an incumbent in the operation of an offset printing machine. On-the-job training, supervised by an experienced operator, and supplemented by training courses is provided. The incumbent will gradually assume responsibility for the scheduling, printing and distribution of copy to be printed; and will receive progressively less supervision. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Operates an offset printing press; Operates and maintains plate maker; Makes polyester plates for offset printing; Makes minor repairs and adjustments; Collates, staples, punches, folds and distributes the finished product; Cuts and pastes up copy to be printed; Maintains inventory of supplies; Requisitions materials needed; Keeps simple records related to the offset press operation.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Some knowledge of the operation of an offset printing press is desirable but not required; Working knowledge of office terminology, procedures and equipment; Working knowledge of business arithmetic and English; Ability to follow simple written and oral direction; Ability to write legibly; Clerical aptitude; Mental alertness; Neatness of appearance; Tact and courtesy; Attention to detail; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma..

Revised 7/22/88

Revised 6/23/89

Revised 11/7/96

Reviewed 2/7/02

Revised 3/19/02