

## OFFSET PRINTING MACHINE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This work consists of the operation of an offset printing machine. The incumbent will be responsible for the scheduling, printing and distribution of copy to be printed and will work with little supervision. Direct supervision may be exercised over assigned personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Operates an offset printing press; Makes paper or metal master plates for offset printing; Makes minor repairs and adjustments; Collates, staples, punches, folds and distributes the finished product; Requisitions materials needed; Keeps simple records related to the offset press operation.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the operation of an offset printing press; Good 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 legible; Clerical aptitude; Mental alertness; Neatness of appearance; Tact and courtesy; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. (1) Graduation from a standard high school or possession of a New York State equivalency diploma, and (2) one year of satisfactory experience in the operation of an offset printing machine, Or;
- B. Five years of satisfactory work experience including one year of experience in the operation of offset printing machines, Or;
- C. An equivalent combination of training and experience as indicated in (A) and (B) above.

Revised 7/22/88; 6/23/89; 3/17/09

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