



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DUPLICATING MACHINE OPERATOR III	25	H	9.708
DUPLICATING MACHINE OPERATOR II	23	H	9.707
DUPLICATING MACHINE OPERATOR I	21	H	9.709

SERIES CONCEPT

Duplicating Machine Operators provide printing and bindery services to a major agency or multiple agencies; operate duplicating machines to reproduce materials such as typewritten or printed documents and computer printouts and forms; and inspect, assemble, and bind materials.

Schedule and set up for duplicating jobs; review work orders to determine job requirements such as quality, type and size of paper, bindery requirements and production deadlines; program copier for variables such as reduction or enlargement, single or double-sided copies, margins, and insertion of colored paper.

Assemble and bind duplicated materials in accordance with work order by setting up and operating various bindery equipment; review printed material for quality and conformance with printing instructions; and package and prepare completed jobs for shipment.

Service duplicating and bindery machines to maintain equipment in proper working order; clean glass and feeder belts, lubricate equipment, add chemicals, clear paper paths, perform minor repairs, and consult service representatives as required.

Perform related duties as assigned.

CLASS CONCEPTS

Duplicating Machine Operator III: Under general supervision, incumbents perform the full range of duties described in the series concept and operate complex duplicating machines the majority of the time. This class is distinguished from the Duplicating Machine Operator II by the variety and complexity of equipment operated, and the variety of printing assignments. This is the advanced journey level in the series.

Duplicating Machine Operator II: Under general supervision, incumbents perform the full range of duties described in the series concept. This is the journey level in the series.

Duplicating Machine Operator I: Under close supervision, incumbents receive training in performing the duties described in the series concept and progress to the next level upon meeting minimum qualifications and with the approval of the appointing authority. This is the entry level in the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Work is performed in a printshop environment.

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MINIMUM QUALIFICATIONS (cont'd)

DUPLICATING MACHINE OPERATOR III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience operating complex, high speed duplicating machines and bindery equipment; **OR** one year of experience as a Duplicating Machine Operator II in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: methods, materials and equipment used in duplicating and bindery operations. **Ability to:** establish priorities and complete assignments within production deadlines. **Skill in:** the operation of complex, high speed duplicating machines and a variety of bindery equipment; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

General knowledge of: principles and practices of supervision. **Skill in:** operating a variety of duplicating equipment including duplicating machines and bindery equipment.

DUPLICATING MACHINE OPERATOR II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience, six months of which included operating high speed duplicating machines and bindery equipment; **OR** six months of experience as a Duplicating Machine Operator I in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: methods, materials and equipment used in duplicating and printing operations; preventive maintenance requirements and procedures for duplicating and bindery equipment; health and safety regulations applicable in a printing and bindery environment. **Ability to:** safely operate complex, high speed duplicating machines and a variety of bindery equipment; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Duplicating Machine Operator III.)

DUPLICATING MACHINE OPERATOR I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and six months of general duplicating, bindery, clerical, or related work experience; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Ability to: read printing requests and equipment service manuals; prepare duplicating service and billing records; understand and follow oral and written instructions; add, subtract, multiply and divide whole numbers, fractions, and decimals to set up duplicating and bindery jobs.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job.):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Duplicating Machine Operator II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:	7/1/91P 11/29/90PC	8/27/76	8/27/76
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