



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>
REPROGRAPHICS TECHNICIAN II	27	G	9.726
REPROGRAPHICS TECHNICIAN I	25	G	9.727

SERIES CONCEPT

Reprographics Technicians operate reprographics and related equipment ranging from desktop publishing equipment to digital composition front-end systems to lay out and reproduce a variety of materials such as forms, tables, letterhead, catalogs, brochures, maps, research publications, and magazines.

Consult with clients to plan jobs and obtain information regarding printing specifications including paper quality and weight as well as the color, ink, type, style, and project deadlines.

Accept copies in a variety of formats such as typewritten copy, diskettes, or copy transmitted electronically and enter copies into equipment.

Determine proper letter and line spacing and placement insertions specified in the job plan; manipulate data using a wide variety of word processing and graphics software.

Scan logos, graphics and illustrations into the system and place them in the designated area of the document and insert photo windows if necessary; proof copy on paper; edit job for type errors, balance of type, and positioning of copy; send copies to clients for approval; and print approved jobs.

Clean and service reprographics and related equipment.

Perform related duties as assigned.

CLASS CONCEPTS

Reprographics Technician II: Under general supervision, incumbents perform the full range of duties described in the series concept including operating a variety of reproduction equipment to layout and compose copies of documents. This is the journey level class in the series.

Reprographics Technician I: Under close supervision, incumbents at this level perform less complex work the majority of the time and receive training in performing the duties described in the series concept. This is the entry level in the series and progression to Reprographics Technician II may occur upon meeting minimum qualifications and with approval of the appointing authority.

MINIMUM QUALIFICATIONS

REPROGRAPHICS TECHNICIAN II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience operating reprographics machines such as computers, printing machines and related equipment;

MINIMUM QUALIFICATIONS (cont'd)

REPROGRAPHICS TECHNICIAN II (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

OR one year of experience as a Reprographics Technician I in Nevada State service; **OR** an equivalent combination of education and experience.

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

Working knowledge of: methods, materials and equipment used for composition layout, printing and bindery work; perform complex coding and programming functions to produce complex reports and projects utilizing word processing, spreadsheet, or database software programs; capabilities and limitations of a wide variety of word processing and graphics programs; printing terminology. **Skill in:** using appropriate procedures including the use of picas, points, styles, and fonts; operating a variety of reprographics equipment; reproducing complex publications containing a wide variety of copy, photographs, illustrations and other insertions; *and all knowledge, skills and abilities required at the lower level.*

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

Working knowledge of: agency policies and procedures. **Skill in:** troubleshooting equipment malfunctions.

REPROGRAPHICS TECHNICIAN I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of word processing experience which included responsibility for producing complex reports and projects; **OR** an equivalent combination of education and experience.

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

Working knowledge of: word processing methods, procedures and software. **Ability to:** proofread copy and detect errors in spelling, grammar, and punctuation; document printing specifications; understand and follow oral and written instructions; perform mathematical calculations sufficient to convert inches to pica and points and calculate the amount of reduction or enlargement when copy is to be reproduced by a photographic process. **Skill in:** entering data into a computer.

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Reprographics Technician 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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