



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>
OFFSET MACHINE OPERATOR III	29	H	9.731
OFFSET MACHINE OPERATOR II	28	H	9.712
OFFSET MACHINE OPERATOR I	26	H	9.713

SERIES CONCEPT

Offset Machine Operators are assigned to a centralized facility that provides printing and bindery services to a major agency and are responsible for printing materials.

Schedule and set up for printing jobs; review work order to determine job requirements such as quantity, paper type, size, ink color, bindery requirements and production deadline.

Operate small offset printing machines; mount plate on the cylinder; set machine for the size and thickness of paper stock; adjust controls to position paper; adjust flow of ink and speed of the paper feed; produce proof copy and adjust controls to obtain specific color registration; and observe mechanical operation of the press during printing.

Assemble and bind printed materials in accordance with work orders by setting up and operating various bindery equipment such as collators, drills, stitchers and binding machines.

Service, repair and maintain equipment; lubricate equipment; remove and clean dampening rollers, ink rollers and ink reservoir; clean blanket, front and back cylinders; adjust roller and cylinder pressures; change bearings, gears, rollers, gripper bars and ink and water fountain assemblies.

Perform related duties as assigned.

CLASS CONCEPTS

Offset Machine Operator III: Under general supervision, incumbents perform the range of duties described in the series concept and supervise lower level Offset Machine Operators engaged in printing and binding materials for a major agency; direct and oversee the reproduction section and shipping and receiving activities; consult with clients to plan jobs and provide cost estimates; and advise management regarding reproduction equipment and material needs.

The Offset Machine Operator III is distinguished from the Offset Machine Operator II by the responsibility for directing and overseeing the reproduction section and shipping and receiving activities and performing related supervisory and administrative duties. This is the supervisory level in the series.

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

Offset Machine Operator I: Under close supervision, incumbents receive training in operating offset printing machines to produce routine printing assignments, servicing equipment, assembling and binding printed materials. This is the trainee level in the series and progression to the journey level may occur upon meeting minimum qualifications, satisfactory performance and with the approval of the appointing authority.

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MINIMUM QUALIFICATIONS

OFFSET MACHINE OPERATOR III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of experience operating a variety of offset printing, plate making and bindery equipment and scheduling and setting up jobs; **OR** one year of experience as an Offset Machine Operator II in Nevada State service; **OR** an equivalent combination of education and experience as described above.

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

Ability to: plan jobs and prepare cost estimates for clients; adapt procedures or methods to accommodate new or unique circumstances; establish work unit priorities and organize workflow to accomplish objectives; respond to complaints from agency staff. **Skill in:** troubleshooting problems with duplicating and bindery equipment; *and all knowledge, skills and abilities required at the lower levels.*

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

Working knowledge of: agency policies and procedures pertaining to duplicating services and storeroom operations. **General knowledge of:** the principles and practices of supervision. **Ability to:** train, supervise and evaluate the performance of staff; assign and review work; establish work schedules and priorities.

OFFSET MACHINE OPERATOR II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of experience operating a variety of offset duplicating, plate making and bindery equipment and scheduling and setting up jobs; **OR** one year of experience as an Offset Machine Operator I in Nevada State service; **OR** an equivalent combination of education and experience as described above.

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

Working knowledge of: printing terminology. **Ability to:** match colors, mix ink and apply the appropriate ink and fountain solution. **Skill in:** printing on a variety of paper stock; safely operating a variety of duplicating and bindery equipment including complex duplicating machines, collators, folders, stitchers and binders; *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 for the Offset Machine Operator III.)

OFFSET MACHINE OPERATOR I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience which included operating a variety of duplicating machines and bindery equipment; **OR** an equivalent combination of education and experience as described above.

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

General knowledge of: printing terminology; methods, materials, and equipment used in reproduction and bindery operations. **Ability to:** read printing requests submitted by clients and equipment service manuals; prepare reproduction services and billing records; understand and follow oral and written instructions; and subtract, multiply and divide whole numbers, fractions and decimals to set up duplicating and bindery jobs and perform layout duties.

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

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

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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.

	<u>9.731</u>	<u>9.712</u>	<u>9.713</u>
ESTABLISHED:	7/1/91P 11/29/90PC	1/1/61	1/1/61
REVISED:		4/1/69	4/1/66
REVISED:		8/27/76	8/27/76
REVISED:		3/10/78-3	1/30/79-3
REVISED:		12/19/85-12	12/19/85-12
REVISED:		7/1/89P	7/1/89P
		9/27/88PC	9/27/88PC
REVISED:		7/1/91P	3/3/89-3
		11/29/90PC	
REVISED:			7/1/91P 11/29/90PC
REVISED:	6/25/04PC	6/25/04PC	6/25/04PC
REVISED:	6/8/18PC	6/8/18PC	6/8/18PC