

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: 2/19/98

MULTILITH MACHINE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: Supervises and takes part in printing of forms, reports, manuals, photocopying, etc. The employee in this class is responsible for directing the operations of production of duplication, reproduction, assembling, printing, etc., as well as participation in this work. The assigned department head reviews quality and standards for conformance with established policy. However, independent judgment is a feature of this class for the professional and technical aspects of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Oversees and operates assigned equipment for reproduction of County records, reports, documents, etc.
2. Assists departments in developing, designing, establishing format, etc., by providing professional and technical advice to departments; prepares cost estimates on proposed printing projects;
3. May perform the more difficult tasks in the work in this field;
4. Assigns staff and gives direction to operation and instructs them in the operation and maintenance of equipment used in the unit;
5. Supervises work flow including production schedules and participates in maintenance of required unit records, ordering and maintaining supplies;
6. May be assigned to handle mail when required;
7. When needed at N.C.C.C., oversees switchboard activities and may relieve operator when required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the equipment used in offset printing; skill in use and care of printing and copy equipment; ability to prepare copy materials rapidly and neatly; ability to supervise and to maintain quality and quantity standards in an economical, efficient manner.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a New York State equivalency diploma:

- AND:**
1. Three (3) years of full-time paid experience in the operation and care of offset printing equipment which would include the cleaning, running, and maintenance of printing and related equipment such as copier, bookbinder, master maker, cutter, folder and collator.