

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

PRINTING EQUIPMENT OPERATOR I

Position Code: K7161

DISTINGUISHING FEATURES OF THE CLASS

Under direct supervision, operates, adjusts and maintains basic duplicating equipment; receives training in the operation of more complex and sophisticated equipment including the offset press and direct process printers.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Assists in the operation of an offset press in the production of letters, manuals, memoranda and other manuscript materials.
2. Receives training and orientation in the operation of the more complex offset shop equipment; acquires knowledge regarding the proper use of various chemicals used in offset operations; gains skill in determining and making necessary adjustments to correct product error.
3. Cleans, adjusts and makes minor repairs to direct process and offset printing equipment; keeps equipment in good working condition.
4. Prepares film negatives for processing of presensitized aluminum printing plates for offset operation; mixes ink colors and repellents; preserves plates for future use by applying preserving solution.
5. Inspects work in process to ensure final quality check and to ensure job is completed in accordance with original specifications; checks for defects in printing.
6. Performs other related duties as required or assigned .

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school and one year of experience in a duplicating operation or related work.

Knowledge, Skills and Abilities

Requires working knowledge of the single color types of printing equipment.
Requires physical skill and agility necessary in operating printing equipment.

