

MASSACHUSETTS DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASSIFICATION SPECIFICATION

**APPROVED**

DEC 31 1987

Department of Personnel  
Administration

I. OFFSET DUPLICATING MACHINE OPERATOR SERIES:

Offset Duplicating Machine Operator I  
Offset Duplicating Machine Operator II

I. SUMMARY OF SERIES:

Incumbents of positions in this series set up and operate offset duplicating machines; maintain offset equipment; clean printing plates; adjust machines; and perform related work as required,

The basic purpose of this work is to reproduce printed material in conformance with specifications through the use of such techniques as the photo-offset process.

III. ORGANIZATIONAL LEVELS:

Offset Duplicating Machine Operator I is the entry-level clerical job in this series.

Offset Duplicating Machine Operator II is the second-level clerical job in this series,

IV. EXAMPLES OF DUTIES COMMON TO ALL LEVELS IN SERIES:

1. Sets up and operates offset duplicating machines to reproduce printed matter by inserting plates and adjusting margins and ink supply.
2. Performs routine maintenance on offset equipment by cleaning offset plates and by oiling and greasing machines.
3. Performs related duties such as ruling paper masters; operating auxiliary machines including cutting and stapling machines, collators and paper drills; and maintaining records of assigned work, materials used and duplicating supplies.

V. DIFFERENCES BETWEEN LEVELS IN SERIES:

Offset Duplicating Machine Operator II:

Incumbents of positions at this level also:

1. Determine the methods and paper stock to be used and the time needed for each printing order.

2. Check completed work for quality and conformance to specifications.

VI. RELATIONSHIPS WITH OTHERS:

Major work contacts are with department personnel.

VII. SUPERVISION RECEIVED:

Offset Duplicating Machine Operator I:

Incumbents of positions at this level receive direct supervision from employees of higher grade who provide instruction, assign work and review performance through inspection for accuracy and conformance with instructions.

Offset Duplicating Machine Operator II:

Incumbents of positions at this level receive general supervision from employees of a higher grade who assign work and review performance for accuracy and conformance with instructions.

VIII. SUPERVISION EXERCISED:

Offset Duplicating Machine Operator I:

None.

Offset Duplicating Machine Operator II:

Incumbents of positions at this level exercise functional supervision (i.e., over certain but not all work activities, or over some or all work activities on a temporary basis) over 1-5 employees engaged in offset printing.

IX. WORKING CONDITIONS:

Offset Duplicating Machine Operators work under exposure to the harmful effects of chemicals, noise and machinery; lift and carry heavy objects and stand for prolonged periods of time.

X. QUALIFICATIONS REQUIRED AT HIRE FOR ALL LEVELS IN SERIES:

1. Ability to understand and apply the policies, procedures, specifications, standards and guidelines governing assigned unit activities.
2. Ability to maintain accurate records.
3. Ability to follow oral and written instructions.
4. Ability to work accurately with names, numbers, codes and/or symbols.
5. Ability to communicate effectively in oral expression.

6. Ability to read, write and comprehend the English language.
7. Ability to stand for prolonged periods of time.
8. Ability to lift and carry heavy objects.

Additional qualifications required at hire for Offset Duplicating Machine Operator II positions:

1. Knowledge of the methods used to operate and maintain offset duplicating machines and related equipment such as paper cutting machinery, collators, etc.
2. Knowledge of offset duplicating procedures and techniques.
3. Knowledge of the materials and supplies used in offset duplicating machine operations.
4. Knowledge of the safety practices and procedures followed in connection with the operation of offset duplicating machines.
5. Knowledge of the standard terminology used in connection with offset duplicating machine operations.
6. Skill in the operation of offset duplicating machines and related equipment such as paper cutting machines, collators, etc.
7. Ability to give oral and written instructions in a precise and understandable manner.
8. Ability to lead a group of workers.

XI. QUALIFICATIONS ACQUIRED ON JOB AT ALL LEVELS IN SERIES:

1. Knowledge of the policies, procedures, specifications, standards and guidelines governing assigned unit activities.
2. Knowledge of the types and uses of agency forms.

Additional qualifications acquired on job in Offset Duplicating Machine Operator I positions:

1. Knowledge of the methods used to operate and maintain offset duplicating machines and related equipment such as paper cutting machinery, collators, etc.
2. Knowledge of offset duplicating procedures and techniques.
3. Knowledge of the materials and supplies used in offset duplicating machine operations.
4. Knowledge of the safety practices and procedures followed in connection with the operation of offset duplicating machines.

5. Knowledge of the standard terminology used in connection with offset duplicating machine operations.
6. Skill in the operation of offset duplicating machines and related equipment such as paper cutting machinery, collators, etc.

XII. MINIMUM ENTRANCE REQUIREMENTS:

Offset Duplicating Machine Operator I:

None.

Offset Duplicating Machine Operator II:

Applicants must have at least (A) six months of full-time, or equivalent part-time, experience in the operation of offset printing equipment, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

Successfully completed education at the high school level or higher at a recognized trade, technical or vocational school with a major in graphic arts or printing may be substituted for the required experience.

XIII. SPECIAL REQUIREMENTS:

None.