

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

(02-07-86)

DUPLICATING MACHINE OPERATOR (Code 1493)

Summary of Duties: Operates offset or direct process duplicating machines or other clerical equipment; participates in the operation, adjustment, and the making of minor repairs of offset or direct process duplicating machines; inspects and determines acceptability of completed work for quality and correctness; maintains inventory of paper stock and duplicating supplies; and does related work.

Distinguishing Features: A Duplicating Machine Operator is responsible for the operation and minor maintenance of duplicating machines or direct process duplicating machines. The work is normally done without technical supervision.

Examples of Duties: A Duplicating Machine Operator:

- Operates various offset duplicating machines (small offset printing presses) and high capacity, dry copy machines reproducing work in one or more colors;
- inks and adjusts rollers;
- regulates ink and fountain solution flow;
- prepares various kinds of offset plates for running, using various solutions applicable to different plate processes;
- adjusts offset plates on press for correct positioning;
- adjusts paper feed and guides for different weights and sizes of stock;
- makes offset plates from negative or original copy by exposure to light and chemicals;
- may make, develop, strip, mask and opaque negatives;
- cleans, oils, performs minor maintenance, minor repairs and adjustments to the machines;
- keeps job records and makes reports;
- requisitions supplies such as ink, paper stock, and small parts for machines;
- keeps files of plates, negatives, stencils, and other duplicating materials;
- may operate high speed electronic duplicating systems;
- may operate small bindery equipment such as collators, paper cutters, paper joggers, staplers, folding machines, paper drills and other small bindery machines;
- and may operate other types of office duplicating machines such as mimeograph, photo-copy, spirit, addressograph, or ozalid.

Employees may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A Duplicating Machine Operator must have the following knowledges and abilities:

A knowledge of:

- Preparation of various types of plates for use on offset process duplicating machines;
- operation and maintenance of offset duplicating equipment, including inks and chemicals used in such operations;
- standard grades, weights, and kinds of paper normally used with an offset duplicating machine;
- operation of direct process duplicating machines;
- operation and maintenance of ozalid equipment;
- pagination and copy layout for plate imposition;
- making of multilith negatives;
- use of common bindery equipment such as paper drillers, paper cutters, collators, and stapling and folding machines;
- safety precautions and practices as they relate to using duplicating machinery.

The ability to:

- Deal tactfully and effectively with persons for whom work is being performed;
- perform routine clerical work and arithmetic calculations;
- keep records and make reports.

Persons with a medical limitation may, with reasonable accommodations, be capable of performing the duties of some of the positions in these classes. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

Minimum Requirements:

Completion of a recognized course in operating an offset process duplicating machine and six months of experience in operating these machines or one year's experience in operating an offset process duplicating machine is required.

As provided in Civil Service Commission rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory, and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.