

COUNTY OF SOLANO

DUPLICATING SERVICES ASSISTANT

DEFINITION

Under general supervision, assists with the reproduction and completion of jobs performed by centralized duplicating services; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is characterized by the responsibility to assist in centralized duplicating services by preparing materials for printing and performing a variety of tasks to complete jobs. Positions allocated to this class are assigned to function as an assistant to Duplicating Equipment Operator positions, performing tasks ancillary to printing. This class also serves as the entry level for the Duplicating Equipment Operator and is distinguished from that class by the latter's responsibility to operate duplicating equipment at the full working or journey level.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Operates manual and mechanized equipment to collate, punch, drill, fold, staple and cut paper; collates and folds paper by hand; makes pads of paper.
2. Moves, hauls and stacks or shelves paper and other supplies; may deliver completed work to customer offices; may assist in storekeeping, inventory and other central service activities.
3. Inks and loads paper in offset duplicating machine; operates xerography machines; assists in operation and maintenance of offset duplicating equipment, master imager and other such equipment.
4. May learn to operate offset duplicating machine.

QUALIFICATION GUIDELINES

EDUCATION AND/OR EXPERIENCE

Any combination of education, training or experience which demonstrates possession of and competency in requisite knowledge, skills and abilities.

QUALIFICATION GUIDELINES (Continued)

KNOWLEDGE/SKILLS/ABILITIES

Working knowledge of the types, qualities, weights and uses of various paper, inks, solvents and products used with offset duplicating machines; equipment used in reprographic shops such as joggers, copy sorters, drills, paper cutters, folders and master imagers; types of printing jobs and requirements encountered in government printing operations; maintenance techniques for duplicating machines.

Skill in operating collators, spiral binders and other such equipment.

Ability to operate ancillary duplicating equipment; distinguish between various grades and weights of paper; jog, pad, cut, fold and collate paper of various sizes and weights; distinguish ink and paper colors; maintain accurate records and document actions taken; organize and prioritize work assignments; communicate effectively both verbally and in writing; establish and maintain cooperative working relationships; make routine arithmetical calculations; proofread and/or edit for printing errors; research technical reference manuals; maintain confidentiality of information.

SPECIAL REQUIREMENTS

Incumbent must be able to work in a noisy environment where work may included lifting objects weighing between 50 and 100 pounds.

Incumbents of this class who are underfilling Duplicating Equipment Operator positions should demonstrate necessary knowledge and abilities to be promoted within 18 months of appointment.