

**SENIOR REPRODUCTION SERVICES OPERATOR (HELP Program)**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class performs skilled work in offset and related printing. The incumbent plans, lays out and supervises work, as well as participates in the production of forms, reports and other publications. Supervision may be exercised over a small number of subordinates. All work is subject to administrative approval, but the employee is responsible to independent judgment, and planning. Does related work as requested.

**TYPICAL WORK ACTIVITIES:**

Confers with departments regarding work to be done; plans, lays out assignments;  
Plan and perform a wide variety of finishing work such as but not limited to manual or mechanical folding, stitching, stapling, cutting, padding, laminating, punch, collates and booklet binding according to customer needs;  
Skillfully operate advances electronic printers/copiers, solid state copy/duplicators, and related office equipment;  
Sets up and operates offset-process press for the printing of a variety of forms, reports, charts, letterhead, publications and other materials;  
Operates a phototypesetting machine, does stripping and layout; prints;  
Maintains stock; requisitions supplies, services and maintains equipment to insure the proper and timely performance in meeting scheduled assignments;  
Cleans, oils, adjusts and makes minor repairs to printing and duplicating equipment;  
Coordinate equipment maintenance and repair beyond the scope of duties with sales and technical representatives of equipment;  
Track productivity, inventory and service volumes;  
Maintain price comparison records for purchase procedure compliance;  
Participate in functional area reviews and departmental process improvements efforts;  
May serve on related committees;  
May supervise student employees and oversee College Work Study employee workload;  
Performs related tasks, as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:**

Good knowledge of the operation, limitations and adaptabilities of offset presses, mimeographs and auxiliary equipment; good knowledge of machine adjustments required in performing a wide variety of work utilizing offset and mimeograph processes; good knowledge of papers, inks, chemicals and other supplies used in the printing processes; skill in the operation of offset and mimeograph machinery; ability to lay out work, to produce acceptable results; ability to follow oral and written instructions; ability to plan and supervise the work of subordinate personnel in a manner conducive to full performance and high morals; ability to maintain routine financial records and to prepare reports; physical condition commensurate with the demands of the job.

The above examples of duties are intended only as illustrative of the various types of work performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related of a logical assignment to the position.

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The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is also required to drive a vehicle.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually moderate to noisy.

### **MINIMUM QUALIFICATIONS:**

- A.** Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education and two (2) years of experience in the operation of offset and duplicating equipment;
- OR:**
- B.** Satisfactory equivalent combination of above education and experience, indicating ability to perform the duties of the job.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.