

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: SEPTEMBER 8, 1986

ASSISTANT MULTILITH OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for copying, printing of forms, reports, manuals, etc. for County use. Relief of the Multilith Machine Operator when required. The employee in this class is responsible for reproduction, assembling, printing, etc. Supervision of this position is from superior assigned who directly supervises this position. However, the day-to-day direction of this class is received from the Multilith Machine Operator. Does related work as assigned.

TYPICAL WORK ACTIVITIES:

1. Operates assigned equipment for reproduction of records, reports, documents, etc.
2. Operates related equipment in this unit such as collator, folder, cutter, padder, drill, bookbinder, etc.
3. Is responsible for maintaining required records.
4. Is required to participate in preventive maintenance and housekeeping of assigned equipment.
5. May be required to fill in for mail clerk in delivering and pickup of mail as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the equipment used in copy and printing machine operation; skill in use and care of copy and printing equipment; ability to prepare copy and printing materials rapidly and neatly; ability to maintain quality and quantity standards in an economical, efficient manner. Physical condition commensurate with requirements of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a New York State Equivalency diploma:

- AND:** 1. One (1) year of experience in the operation and care of copy and offset printing machines and related equipment;
- OR:** 2. Two (2) years of office experience which involved the operation and care of copy and offset printing machines and related equipment.