

**OFFSET TECHNICIAN I
OFFSET TECHNICIAN II**

DEFINITION

To operate offset duplicating machines, platemaking, and other related equipment in the reproduction of varied printed or typewritten materials.

DISTINGUISHING CHARACTERISTICS

Offset Technician I

This is the entry level class in the Offset Technician series. Positions assigned to this class perform the more routine and standardized tasks. Offset Technicians I are considered to be in a training status and assignments are performed within the procedural framework established by higher level employees. However, as experience is acquired, the employee performs with increasing responsibility.

Offset Technician II

This is the journey level class in the Offset Technician series. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Offset Technician I, or, when filled from the outside, require prior offset press work experience. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class requiring a complete knowledge of department policies and procedures, and meet the qualification standards for the class. An Offset Technician II is expected to operate all offset ad auxiliary equipment effectively, efficiently, and in a safe manner.

SUPERVISION RECEIVED AND EXERCISED

Offset Technician I

Receives general supervision from the departmental manager.

Receives technical or functional supervision from the Reprographics Production Coordinator.

Offset Technician II

Receives general supervision from the departmental manager.

Receives technical or functional supervision from the Reprographics Production Coordinator.

May exercise technical or functional supervision over less experienced Reprographics personnel and/or student assistants.

(Over)

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Operate, clean, and make adjustments to offset duplicating machines in producing a considerable volume and variety of printed materials, such as brochures, programs, directories, memos, exams, and multicolor work.

Perform pre-press work, such as stripping of negatives and platemaking; perform layouts and paste-ups.

Operate and make minor adjustments to automatic collating, folding, cutting, and bindery equipment.

Prepare printed materials for storage and delivery; deliver small quantities of material as required.

Keep records of materials used; requisition necessary supplies; maintain stock inventory.

Organize and schedule assigned work based upon departmental policies for setting priorities.

Maintain reproduction equipment, presses and work area in a clean and safe condition.

Receive and respond to general questions regarding the availability of reprographics services, the status of work requests and other requests for general information; confer with supervisor on billing of jobs.

May train others to operate the District's offset and allied equipment.

Prepare, collect, and post campus and U.S. mail.

Perform related duties as assigned.

MINIMUM QUALIFICATIONSOffset Technician IKnowledge of:

Basic business office practices and procedures.

Skill to:

Learn to operate offset printing and related equipment.

Understand and carry out both oral and written directions.

Make simple mathematical calculations and write legibly.

Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

None required

Training:

Ability to read and write at a level sufficient to successfully perform required duties.

Offset Technician II

In addition to the minimum qualifications for Offset Technician I:

Knowledge of:

Operation, maintenance, and adjustment requirements of the full range of offset duplicating, platemaking, collating, and folding machines and binding equipment.

Variety of proper uses for offset machinery and related equipment, and the various reproduction plates.

Typical printing and scheduling problems and methods to resolve them.

Paper, ink, plates, and other supplies commonly used in the duplicating process and their proper application.

Skill to:

Operate offset printing and reproduction equipment in a safe and efficient manner.

Operate automatic collating, folding, cutting, and bindery machines in a safe and efficient manner.

Operate complex, multicolor offset duplicating and platemaking equipment including camera and other graphics techniques for plate production.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Two years of experience performing duties comparable to those performed by an Offset Technician I in the District.

Training:

Course work or training in offset duplicating and related equipment operation and basic maintenance.