

OFFICE AND PRINTING MACHINE OPERATOR (BOCES)

GENERAL STATEMENT OF DUTIES: Operates various office and printing machinery; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is light manual and routine clerical work involving the operation of office and printing machines in an educational setting. The position involves machine operation and maintenance and related clerical duties. The work is performed under the general supervision of an administrative employee. Supervision may be exercised over student helpers or part-time assistants.

EXAMPLES OF WORK: (Illustrative only)

- Operates a variety of office machines and performs the related clerical work;
- Performs daily calibration, adjustment and routine maintenance on assigned machines;
- Cleans machines and equipment and work areas and maintains related supplies in good order;
- Requisitions supplies of paper, ink, coating materials and other supplies and keeps inventory;
- Makes copies of documents according to orders, including expansion or reduction of size;
- Prints materials on off-set equipment;
- Collates, bursts and binds printed materials;
- Operates photo-printing equipment and visual media production equipment;
- Keeps records of orders filled, machine use and supplies expended;
- May operate graphotype-addressograph equipment for large scale mailings;
- May operate postage machine and perform related mailing operations;
- Performs a variety of clerical duties as assigned.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Good knowledge of office terminology and equipment; good knowledge of business arithmetic and English; working knowledge of the operation of standard office and printing machines; ability to plan work and set priorities; ability to acquire skill in the operation of visual media production equipment; ability to understand simple written and oral instructions; ability to keep simple written and statistical records; clerical aptitude; mental alertness; attention to detail; physical condition suitable to the demands of the position.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from high school or possession of an acceptable equivalency diploma and one year of clerical experience.