CLASS TITLE: **OFFSET PRESSPERSON**

Class Code: 02428200
Pay Grade: 12A
EO: G

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To prepare, operate and adjust various offset presses as well as other types of duplicating equipment; and to do related work as required.
SUPERVISION RECEIVED: Receives work assignments from a superior with considerable latitude for the use of independent judgement in the application of the practices and techniques of the trade; work is reviewed usually upon completion for satisfactory performance.
SUPERVISION EXERCISED: As required, supervises the work of helpers or others assigned to assist in performance of a work assignment.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To prepare, operate and adjust various offset presses.
To prepare and apply necessary inks.
To prepare zinc photographic plates for the offset process.
To maintain, adjust and operate other duplicating equipment.
To perform paper cutting, padding, stitching and folding.
To collate, interleave, number and otherwise process material.
To make simple layouts and drawings.
To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the practices, techniques, tools, materials and equipment used in offset press work; the ability to apply such practices and techniques; the ability to make simple layouts as required; skill in operating, adjusting and maintaining such equipment as well as other types of duplicating equipment; the ability to make simple layouts as required; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: completion of ten school grades; and
Experience: Such as may have been gained through: employment in the preparation of material for the offset process and the operation of an offset press.
Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

Class Revised: April 27, 1986
Editorial Review: 3/15/2003