

**PERALTA COMMUNITY COLLEGE DISTRICT - January, 1982**

**CLASSIFIED JOB DESCRIPTION**

**DUPLICATING SERVICES TECHNICIAN II  
(SEIU Local 1021 Salary Range 27)  
Job Code: 057**

**CLASS PURPOSE**

Under general supervision, performs journey-level work in the operation of offset duplicating machinery and associated equipment.

**WORK SCHEDULE**

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

**EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- operates offset duplicating machines in the reproduction of instructional materials and various brochures, programs, papers, directories, memos, etc.
- plans layouts; adjusts paper feed and guides for different weights and sizes of stock
- inks and adjusts rollers
- regulates ink and repellent flow
- makes minor adjustments to machines and maintains them in good working condition
- operates cameras, plate maker, and photocopier in making masters
- strips and masks negatives, burns metal plates, and special art layouts
- operates ozalid and direct impression stencil duplicator as needed
- operates bindery equipment such as collator, stitching machine, paper cutter, and paper drill
- plans steps and procedures for printing large job orders on offset duplicating equipment so as to achieve proper imposition of material
- selects press to be used, and supervises running of second press as needed
- trains regular part-time operators and supervises student assistants
- Performs other related duties as required.

**Job Description:** Duplicating Services Technician II

**MINIMUM QUALIFICATIONS**

1. One year experience in the operation of offset duplication machines and/or any combination of training and experience that could likely provide the desired knowledge and abilities.
2. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

**DESIRABLE QUALIFICATIONS**

- Knowledge of:
  - operations and care of offset duplicating machines and photographic equipment used in making masters
  - inks and paper stock used in duplicating work
  - general binder procedures and operation of related equipment
- Ability to:
  - operate and make minor adjustments to offset duplicating machines and associated equipment and to maintain them in good working condition
  - understand and carry out oral and written directions
  - work cooperatively with those contacted in the course of work
  - set up and operate offset duplicating machines and equipment used in bindery operations
  - operate photographic equipment for making masters
  - work under pressure to schedule deadlines
  - train operators and student assistants

**ENVIRONMENTAL DEMANDS**

- Occasional work performed alone
- Constant work around and with people

**PHYSICAL REQUIREMENTS**

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level

**Job Description:** Duplicating Services Technician II

- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

**TOOLS AND EQUIPMENT USED**

- Standard Office Equipment.
- Reproduction machine and ancillary equipment

Revised:        May, 1998  
                  May, 2000