

**BOARD OF REGENTS  
STATE OF IOWA  
REGENT MERIT SYSTEM**

**Class Title:** Press Operator II

**Class Code:** 7421

**Pay Grade:** 207

**GENERAL CLASS DESCRIPTION:**

Under general supervision. operates, maintains, and makes minor repair on large and small offset duplication equipment to reproduce high quality single and multicolored copies of various materials. Work is highly skilled, assignments require perfect registration.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Operates large multiple head offset printing press to reproduce high quality one color and multicolored materials utilizing half tones, screen., solids, and line copy requiring perfect registration.
2. Trains employees in lower classifications in related work.
3. Operates offset duplicating press to reproduce high quality one color and multicolored materials utilizing half tones, screens, solids and line copy.
4. Operates large offset duplicating press to reproduce one color line copy materials.
5. Operates roll-fed press to reproduce materials.
6. Sets up press with appropriate master, mixes ink, runs samples and makes adjustments to machine until impressions are desired quality.
7. Makes judgments relative to quality printing requiring substantial knowledge of printing techniques.
8. Works in other departments on emergency basis, if qualified.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of copyright laws and policies concerning reproduction of printed material.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

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2. Ability to follow oral and written instructions and apply institutional and other policies appropriately.
3. Ability to communicate effectively with staff, students and the public.
4. Ability to perform routine arithmetic computations.
5. Ability to organize and prioritize multiple tasks.
6. Ability to maintain records and prepare reports.
7. Ability to use proper bending and lifting techniques to stock supplies or deliver items.
8. Ability to exercise functional supervision over employees.
9. Skill in operating and maintaining duplication equipment.
10. Skill in utilizing computer software packages and online systems for document transfer and preparation.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

Two years of experience operating offset or similar duplicating equipment.

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**REVISION EFFECTIVE:**

**October 1, 2009**