

DUPLICATING SERVICE SUPERVISION SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>
3491	Assistant Duplicating Service Supervisor	04	661	6 mo.	05/18/92
3490	Duplicating Service Supervisor	04	661	6 mo.	05/18/92

Promotional Line: 221

Series Narrative

Employees in this series supervise or assist in the supervision of a large-scale duplicating unit.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Assistant Duplicating Service Supervisor **3491**

Employees at this level assist in the operation and supervision of a large-scale duplicating unit, act for their supervisor in their absence, and operate and maintain duplicating and related equipment. They work under general supervision from a designated supervisor.

An Assistant Duplicating Service Supervisor typically--

1. assists in the planning of work schedules and the supervision of employees in the duplicating unit
2. supervises the quantity and quality of work produced in the duplicating unit
3. confers with supervisor on duplicating matters
4. operates, maintains, and repairs duplicating equipment
5. approves offset masters
6. assists in estimating duplicating costs and in maintaining cost control records
7. assists in the planning and layout of jobs as necessary
8. assists in the training and orientation of new employees
9. supervises duplicating, technical, clerical, and other employees assigned to a duplicating unit
10. performs related duties as assigned

Level II: Duplicating Service Supervisor **3490**

Employees at this level are responsible for the technical operation and supervision of a large-scale duplicating unit. They work under administrative supervision from a designated administrator.

A Duplicating Service Supervisor typically--

1. plans, assigns, and supervises the work of a group of employees in the performance of large-scale duplicating and clerical operations on a production basis
2. trains employees in the operation, adjustment, and care of stencil duplicating, addressograph, photostat, vari-typing, offset duplicating, multigraph machines, and other related duplicating equipment
3. makes necessary repairs
4. supervises clerical employees in stenographic duties, layout of work, selection of type, assembling, and mailing of bulletins, reports, pamphlets, and other material
5. requisitions supplies
6. maintains and analyzes production and cost accounting records
7. works with department heads in the preparation and scheduling of job orders
8. performs related work as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Assistant Duplicating Service Supervisor **3491**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. three years of experience in a commercial duplicating and/or a commercial printing service

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of limitations, operation, and maintenance of power duplicating equipment
2. supervisory ability

Level II: Duplicating Service Supervisor **3490**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. three years of experience in the operation, adjustment, and care of stencil duplicating, addressograph, photostat, multigraph, and other related duplicating equipment, one year of which involved supervisory work

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. supervisory ability