

## PRINCIPAL MACHINE OPERATOR

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class has responsibility for supervising and operating the County's main copy and print operations. The work is performed under the direct supervision of the Assistant Director of Operations and the general supervision of the Director of Information Services. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Supervises the central printing and copying function for the County;

Operates the central printing and copying services of the County;

Oversees the installation, maintenance and repair of County-wide printing and copying equipment;

Performs routine maintenance on printing and copying equipment such as loading paper, cleaning printers, loading ink and toner cartridges as required;

Monitors tape or disk backup completion;

Manages the server tape change operation;

Operates a personal computer and auxiliary equipment;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

Instructs employees in printing and copying-related procedures and policies;

Prepares reports as requested by management;

Operates a light motor vehicle, such as a car or van, transporting reports, supplies or equipment when necessary.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the operation of printing and copying machines and associated equipment; good knowledge of office terminology, processes and equipment; good knowledge of the operation of a light motor vehicle, and related vehicle and traffic laws; skill in the operation of printing and copying equipment; ability to perform arithmetic computations; ability to maintain records and prepare reports; ability to express oneself effectively orally and in writing; ability to understand and follow oral and written directions; clerical aptitude; accuracy; honesty; dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from high school or possession of a high school equivalency diploma and three (3) years of clerical experience; **OR**
- B. Four (4) years of clerical experience.

Note: At time of appointment, applicants must possess a valid New York State Motor Vehicle Operator's license.

ULSTER COUNTY  
4994 PR MACH OP  
Classification: Competitive  
Grade: 12  
Union: CSEA

Adopted: October 27, 2014