

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

**Class Title:** Press Operator III

**Class Code:** 7422

**Pay Grade:** 209

**GENERAL CLASS DESCRIPTION:**

Under general supervision sets up, operates, maintains, and makes minor repairs on large or multi-head offset presses, produces high-quality single and multicolored copies of various materials; work is highly skilled and requires perfect registration.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Sets up and operates offset press; makes necessary operating adjustments including plates positioning, feeder adjustment, ink and water control, etc.

Work may include publications such as books, magazines, etc., or brochures, posters, forms, etc., in one or more colors, and may include four-color process printing.

2. Maintains position register and consistent color and quality with maximum operating speed.
3. Makes out proper forms for stock ticket withdrawals and enters press counter readings on job tickets.
4. Trains employees in lower classifications in related work.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

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

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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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:**

Four years of experience in the trade, including vocational or apprenticeship training.

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**REVISION EFFECTIVE: October 1, 1986**