

<i>Code: 1432</i> <i>Title: KEY OPERATOR</i>
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**SUMMARY:** Operates and maintains print/copy digital equipment in a graphic services environment.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Operates and maintains print/copy equipment including high-speed digital networked black/white/color production equipment with front-end job management software;  
Calibrates high-speed digital color equipment;  
Receives and processes print job requests in digital, compact disc (CD), disk and/or hard copy format;  
Prepares documents and files for production, which may include scanning, retrieving, importing, downloading, converting, setting-up and formatting, merging, inspecting and transmitting;  
Consults with customers on complicated jobs to determine most efficient and economical production method;  
Develops cost estimates;  
Operates multiple networked printers/copiers simultaneously;  
Determines job priorities and creates and maintains printing queue;  
Reproduces sensitive and graphic images for customer departments;  
Performs quality control check on jobs;  
Coordinates production jobs with bindery staff;  
Digitally archives jobs onto a server and/or CD;  
Performs operator-level troubleshooting of computer/printer to determine source of malfunction;  
Maintains equipment and makes service calls from vendors;  
Monitors inventory of paper and all printing-related supplies;  
Maintains appropriate security and confidentiality of information created or encountered in the performance of assigned duties;  
May perform or participate in cross-training with other Key Operators and other employees.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- principles, practices and techniques of operating and maintaining, at operator-level, assigned digital computer and all print/copy-related equipment and associated software;
- basic layout, design and formatting of text and graphics;
- file manipulation and enhancement;
- paper types, weights and specifications;
- principles and techniques of developing cost estimates;

Skill in:

- operating and maintaining assigned digital computer and all print/copy-related equipment and associated software;
- preparing the layout of documents and files for production;
- organizing, prioritizing and facilitating production jobs;
- establishing and maintaining effective working relationships with customers and coworkers;
- communicating effectively, both orally and in writing .

**MINIMUM QUALIFICATIONS:**

Two years of experience operating high-speed networked digital print/copy equipment with front-end software.

**OTHER REQUIREMENTS:**

**Physical/Sensory Requirements:** Applicants must possess accurate color vision. The ability to: lift, push, pull and carry 50 pounds or more on a frequent basis for extended periods of time. The ability to match or detect differences between colors, including shades of colors and brightness.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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