

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Duplicating Technician I  
GRADE: 5  
REPORTS TO: Duplicating Center Supervisor

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**POSITION SUMMARY:** This is an at-will, non-partisan position. The Duplicating Technician I operates, coordinates and maintains all aspects of the established offset printing equipment and performs related duties associated with the press/pre-press process to ensure quality production standards.

**PRINCIPAL ACCOUNTABILITIES:**

Responsible for coordination of the physical production to meet specific deadlines without direct supervision.

Utilize the electronic processing practices, input job request data to ensure accurate allotment charges and timely processing, including general filing (office files) of completed job requests.

Communicate with publication coordinators and support staff concerning specifications of job requests.

Maintain a working knowledge of other print shop equipment (cutter, folders, drill, stitcher, etc.), including cross-training in other areas of the printing and mailing process. This individual is responsible for other duties as assigned.

**JOB QUALIFICATIONS:**

Associates degree, and/or equivalent position related experience.