

MICROFILM OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for operating microfilm and associated equipment in the duplication of a variety of documents and performance of a variety of related clerical activities. When assigned to the County Records Management Department, the incumbent specializes in the microfilming of old records for archival preservation. The work is performed in accordance with established policies and procedures with leeway permitted for exercise of independent judgment involved in operation of the equipment. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Determines which instruments and documents are to be microfilmed by the equipment; Prepares documents for microfilming by - arranging documents in a predetermined order, i. e. alphabetically, chronological, etc. - Removes staples, paper clips, etc. that may interfere with the filming process and which may damage documents - Counts number of documents and pages in order to determine the number of images to be made and quantity of film required - Microfilms documents by placing them on a film table, adjusting light intensity, setting correct reduction scale and focusing microfilm machine in accordance with prescribed operating procedures - Labels and files film masters in alphabetical, chronological or other order; Packages, addresses and ships completed film to Vendor for processing, testing and duplication; Compares processed film with original to confirm image quality and exactness and refilms unsatisfactory or unclear copies; May send processed film to third party to perform quality control; Prepares duplicates for viewing and copying of documents when requested to do so; Makes arrangements for record storage in an archives or vault after microfilming is complete; Records documents filmed in cross-reference files; Cleans, oils and makes minor adjustments to microfilm camera and reader; Orders and maintains inventory of microfilm supplies; Answers phone calls and provides information as requested; May use a computer terminal to match or check materials to be or previously microfilmed; Prepares a variety of records and reports related to the work; When assigned to the County Records Management Department may assist in the gathering and processing of needed information for grant applications and may assist in the monitoring of department records for retention periods and destruction schedules; May travel for pick up and delivery of records.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the practices governing the operation of microfilm machines and equipment; When assigned to the Records Management Department, incumbents must have a working knowledge of the proper techniques for handling and storage of old, fragile documents; Working knowledge of office terminology, procedures and equipment; Ability to understand and carry out oral and written instructions; Mechanical and clerical aptitude, Good workmanship; Attention to detail; Initiative; 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 one year of experience operating microfilm equipment; or
- B. Two years of clerical experience involving operation of microfilm equipment; or
- C. An equivalent combination of experience and training as indicated in (A) or (B) above.

NOTE: Must possess appropriate driver's license at time of appointment.

Adopted 10/3/96