

Department: Social Services
Classification: Competitive
Grade: 4

SPEC DISK F4
DOCUMENT 67

MICROFILM OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: Operates a microfilm camera in the reducing of material to microfilm and/or fiche. This is simple photographic work involving the operation of a microfilm camera in making microfilm copies of various documents and records. The work is performed under general supervision. Supervision of others is not ordinarily a responsibility of the position. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares and operates microfilm camera in making copies of printed materials, such as photographs, maps, documents, court records and drawings;
Assists in preparing materials for filming by trimming and providing correct background;
May adjust light intensity and focus of microfilm machine in accordance with prescribed operating procedure;
Operates microfilm reader for examination of all records;
Proofreads processed film for legibility and refilms unsatisfactory copies;
Trims, edits, splices and measures films to complete rolls;
Sends exposed films to processor;
May assist in indexing and filing processed films;
Performs maintenance and minor repairs to equipment;
When not microfilming, may perform routine clerical duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation and maintenance of a microfilm camera; thorough knowledge of the basic principles and practices of photography; working knowledge of the handling and care of documents, photographs and records; mechanical aptitude; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (a) Graduation from high school or possession of a high school equivalency diploma including, or supplemented by, the successful completion of a photography course; or

- (b) Hobbist experience may be substituted for a formal course of instruction;
- (c) Any equivalent combination of training and experience as defined by the limits of (a) and (b).