

MICROFILMER

KIND OF WORK

Operation of microfilming and related equipment within a state agency.

NATURE AND PURPOSE

An employee in this class is responsible for performing a variety of microfilming tasks, including complex and difficult operations, within a state agency or the Central Microfilming Unit of the Department of Administration. General supervision is received from an employee in a higher class responsible for overall departmental records management or from the Microfilm Services Unit Supervisor in the Department of Administration.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Prepares materials for filming.

Operates microfilm camera and performs minor servicing.

Performs quality control tests of processed film.

Processes or oversees the processing of film.

Operates or directs the operation of related equipment such as viewers, printers, readers, and splicers.

Codes and maintains records on completed work.

Develops and maintains filing system.

Orders microfilming supplies as needed.

Determines feasibility of microfilming various documents or records.

Trains clerical assistants in microfilming procedures.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Working knowledge of microfilming equipment and procedures.

Working knowledge of modern filing and recordkeeping procedures.

Ability to:

Do difficult and responsible related clerical work, in some instances, to supervise a group of clerical employees.

Understand and effectively carry out oral and written instructions.

Est.: 11/68
Rev.: 7/72
Ckd.: 11/92

T.C.:
Former Title(s):