

# **MICROGRAPHICS OPERATOR**

**Department: Varies**

**Classification: Non-Competitive**

**Specification Number: 0120**

**Approved: 10/19/21**

**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

**Graduation from a standard senior high school or possession of a high school equivalency diploma.**

## **DISTINGUISHING FEATURES OF THE CLASS**

**Under direct supervision, an employee in this class performs simple photographic tasks involved in the production of microfilm records. Assignments are received in the form of documents to be microfilmed, and work follows prescribed procedures. The incumbent verifies work to assure a clear and visual copy. Work is supervised by a Senior Micrographics Operator, and is reviewed for legibility and adherence to pre-established time schedules. Does related work as required.**

## **TYPICAL WORK ACTIVITIES**

**Operates rotary and planetary cameras used to reduce official documents to minute size (i.e. loading of film, setting and replacement of blip, checking of calibrations, cleaning);**

**Makes copies of such documents as: official records, maps, judgments, laws and other legal documents;**

**Operates microfilm viewers (fiche, cartridge, roll film, readers and reader printers);**

**Operates jacket filler for fiche originals;**

**May perform a variety of clerical tasks.**

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

**Ability to learn the techniques used in operating microfilm and related equipment; ability to learn assigned tasks readily and to adhere to prescribed departmental routines; ability to learn to operate simple microfilm equipment; ability to follow oral and written instructions; physical condition commensurate with the demands of the position.**