

SENIOR MICROGRAPHICS OPERATOR

Department: Varies

Classification: Non-Competitive

Specification Number: 0130

Approved: 10/19/21

Revised: By JG

MINIMUM QUALIFICATIONS

Either:

(a) Graduation from a standard senior high school or possession of a high school equivalency diploma, and two (2) years of experience in the operation of microfilm equipment or,

(b) One (1) year of experience as a Micrographics Operator.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for producing and editing microfilm of a variety of official records to insure the intensity, clarity and archival quality of the finished product. Assignments are received in the form of documents to be microfilmed, and work follows prescribed procedures. Supervision may be exercised over a Micrographics Operator. Work is performed under the supervision of a technical or administrative supervisor, and is reviewed periodically for quality and adherence to pre-established time schedules. Does related work as required.

TYPICAL WORK ACTIVITIES

Sets up and operates a microfilm machine to reduce official documents to minute size, including special equipment such as a 35mm camera;

Checks accuracy and completeness of documents presented for microfilming;

Views, edits and splices processed film to insure a quality finished product;

Collates and indexes the prints and places prints in specially equipped microfilm files;

Performs minor maintenance on, and minor adjustments and repairs to, microfilm machines and equipment; keeps equipment clean and in operating condition;

Operates diazo fiche duplicator to produce diazo film in microfiche format;

May supervise a Micrographics Operator in order to insure quality and smooth flow of work and to avoid duplication of effort.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of photographic principles; good knowledge of techniques used in operating microfilm machines and related equipment; some knowledge of developing solutions and of developing microfilm negatives; some knowledge of modern office methods, practices and techniques; skill in the operation of microfilm machinery; ability to follow oral and written instructions; ability to assign, supervise and review the work of a Micrographics Operator in a manner conducive to full performance and high morale; physical condition commensurate with the demands of the position.