

MICROFILM OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for operating microfilm and associated equipment in the duplication of a variety of legal and educational documents. The incumbent is responsible for producing legible film copies of documents and instruments for permanent record and performs a variety of related clerical activities. The work is performed in accordance with established policies and procedures, with leeway permitted for exercise of independent judgement involved in operation of the equipment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares records for microfilming; involves removal of staples, paper clips and dried tape, and repairs torn documents;
Microfilms student records, attendance records, payroll records, tax rolls and Board minutes;
Determines which instruments and documents are to be microfilmed by the equipment;
Labels and files film masters in boxes alphabetically;
Prepares duplicates for viewing and copying of documents;
Examines processed films legibility and refilms unsatisfactory or unclear copies;
Places documents and records on film table, adjusts light intensity focuses microfilm machine in accordance with prescribed operating procedures;
Adds files and stores case records and related materials;
Makes arrangements for various divisions to store records in an archives or vault after microfilming;
Cleans, oils and makes minor adjustments to microfilm camera and reader;
Records documents filmed in cross-reference files;
Files completed film in cabinets or vaults;
Orders and maintains inventory of microfilm supplies;
Operates camera, inserts documents in successive order and removes documents after filming;
Loads camera with film;
Answers phone calls and gives information to district or department employees from film reader as requested;
Enters contents of film into established indexing system for future accessibility;
Prepares a variety of records and reports related to the work;
May send completed microfilm to processing company for developing and duplicating;
May use a computer terminal to match or check materials to be micro-filmed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of the practices governing the operation of microfilm machines and equipment; working knowledge of office terminology, procedures and equipment; ability to order and maintain microfilm supplies inventory; ability to file and index microfilm rapidly and accurately; good hand and eye coordination; ability to understand and carry out oral and written instructions; clerical aptitude; tolerance for repetitive tasks.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma, **AND** six (6) months of experience operating microfilm duplicating equipment; **OR**
- (B) One (1) year of clerical experience involving operation of microfilm duplicating equipment; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.