

**OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF PERSONNEL**

**COMPUTER OUTPUT MICROFILM OPERATOR**

**Position Code: K2100**

**DISTINGUISHING FEATURES OF THE CLASS**

Under direct supervision, performs technical functions in the operation of a computer output microfilm system; independently operates and monitors a computer output microfilm recorder and/or roll-to-roll or single fiche duplicator, to produce microfiche from computerized data and may operate peripheral equipment.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Independently operates and monitors a computer output microfilm recorder, roll-to-roll or single fiche duplicator, readers, and peripheral equipment; may operate more sophisticated equipment, PC Software and Cartridge Drives.
2. Checks input and output for error; distinguishes between software or hardware errors and relays that information to the lead-worker or service engineers.
3. Makes recommendations regarding the improvement or revision of service routines, run-book instructions, production schedules, equipment malfunction priorities and assemble jobs preparing them for distribution.
4. Assists in training new or less experienced operators.
5. Determines proper exposure and density in order to produce the best possible microfiche copy.
6. Performs related computer output microfilm system clerical tasks.
7. Performs other duties as assigned or required.

**REQUIREMENTS:**

**Education and Experience**

Requires knowledge, skill and mental development equivalent to completion of four years high school and one year of related computer operation experience, or completion of an approved training program in computer output microfilm functions.

**Knowledge, Skills and Abilities**

Requires working knowledge of computer output microfilm equipment.

## **COMPUTER OUTPUT MICROFILM OPERATOR (Continued)**

Requires ability to operate computer output microfilm equipment and to identify machine or program errors.

Requires ability to carry out technical written and oral instructions.

Requires ability to assist in training inexperienced operators.

Requires ability to logically solve problems on software or hardware.

Approved by the Secretary of State Merit Commission - August 8, 1990

Effective - August 16, 1990