

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

INTERMITTENT MICROGRAPHIC EQUIPMENT OPERATOR Position Code: K4115

DISTINGUISHING FEATURES OF THE CLASS

On an intermittent basis for a period not to exceed 1500 hours nor less than 800 hours per twelve (12) month period, under direct supervision, operates a microfilm camera using independent judgement with latitude for determining various procedures and techniques to produce microfilm copies of records and documents for permanent storage and/or active retrieval systems; may operate related micrographic equipment.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Independently operates microfilm camera equipment to photograph records and documentation for permanent storage or retrieval systems; completes assignments of some difficulty.
2. Inspects documents to be microfilmed; independently determines machine set-up and adjusts machine for various jobs; inserts documents into microfilm camera; returns documents to container as filmed.
3. Maintains records of documents microfilmed, camera set-up and any equipment malfunctions to determine necessity of refilming; insures documents are filmed, properly catalogued with title number and have a beginning and ending batch number.
4. Inspects developed film to insure accuracy and sort out defective or unsatisfactory images; checks and compares against original document to insure proper micro-reproductions.
5. May perform detailed microfilm-related duties such as loading microfilm cartridges, printing from microfilm using a reader-printer, loading microfiche jackets and indexing microfilm for retrieval purposes.
6. Performs related routine clerical duties such as document preparation, answering the telephone, routine typing of targets and filing.
7. Performs other duties as assigned or required.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school and one year experience in micrographic equipment

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operations, or completion of an approved training program.

Knowledge, Skills and Abilities

Requires working knowledge of record preservation practices using basic micrographic equipment.

Requires working knowledge of micrographic equipment operation.

Requires ability to operate and care for various types of micrographic equipment.

Requires ability to exercise independent judgement and initiative.

Requires ability to follow written and oral directions of some complexity.

Requires ability to use logical reasoning.

Requires keen observation, good vision with/without corrective lenses.

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

Effective - August 16, 1990

EXAMINATION INFORMATION

Tests and Weights:

Written Test, 100%