

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

MICROFILM LABORATORY TECHNICIAN

Position Code: K6100

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, operates and maintains automatic microfilm processing equipment to produce archival quality microfilm which can be placed in permanent storage; performs skilled technical work in micro-photography reproduction using a high speed silver duplicator to make intermediate and direct image reproductions for various automatic retrieval systems; operates high speed equipment used to treat microfilm for the control of redox.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Performs technical working level duties in the developing, processing, handling, splicing, and rewinding using 16mm, 35mm and 105mm automatic microfilm processors.
2. Operates high speed deep-tank processors that will develop the exposed silver on the film and tone the film. Mixes chemicals for processing machines and automatic replenishment systems on a schedule established to maintain production requirements.
3. Operates high speed silver reproduction machines and related equipment. Performs quality control checks of the film for adherence to technical standards.
4. Makes quality control checks using film density reading equipment, processing control strips and chemical tests to measure excessive chemical levels in films in order to maintain quality control.
5. Operates high speed redox treatment equipment, mixes toning solution, splices and re-boxes archival film rolls.
6. Performs minor preventive maintenance to include cleaning and refilling processing machine tanks, changing, washing and making necessary adjustments.
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 of experience or completion of approved training program in microphotography

MICROFILM LABORATORY TECHNICIAN (Continued)

laboratory operations or in a related field such as professional photography.

Knowledge, Skills and Abilities

Requires working knowledge of photographic processes, equipment and materials.

Requires ability to perform technical microphotographic work to insure production and quality standards.

Requires skill and ability in operating equipment and utilizing materials and supplies to effect maximum economics.

Requires understanding of all areas of microphotography, camera filming, processing, and various forms of duplication to evaluate and correct technical problems.

Requires the ability to work with high speed equipment.

Requires the ability to work in total darkness.

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

Effective - August 16, 1990