

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

MICROFILM LABORATORY TECHNICIAN - LEAD

Position Code: K6105

DISTINGUISHING FEATURES OF THE CLASS

Under direction, coordinates and serves as lead technician for a group of lower-level technicians engaged in a variety of difficult microphotographic tasks in a microfilm laboratory; distributes, oversees work and answers questions regarding assigned functions.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Coordinates and serves as lead technician in the operation of microfilm processing equipment, chemical mix operations and the inspection of finished films and film products to insure the following of quality control procedures for archival quality films which are placed in the permanent storage.
2. Interprets work orders and plans individual assignments; schedules, assigns and reviews the work performed by a group of microfilm laboratory technicians and answers questions regarding assigned function. Confers with members of other sections and state agencies to determine work priorities.
3. Coordinates and participates in the testing and evaluation of new film, film processing techniques and processing equipment.
4. Tests for residual thiosulfate on silver film to assure archival washing policy.
5. Operates high speed redox treatment equipment, mixes toning solution; splices and re-boxes archival film rolls.
6. Responsible for training of lower level microfilm laboratory technicians; may serve as assistant supervisor or in the absence of a supervisor.
7. Demonstrates microfilm processing equipment and techniques to user agencies and interested groups; makes technical and equipment decisions independently in the absence of the micrographics manager.
8. Performs other duties as assigned or required.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years

MICROFILM LABORATORY TECHNICIAN LEAD (Continued)

of high school and two years of experience in microphotography laboratory operations or in a related field such as professional photography.

Knowledge, Skills and Abilities

Requires extensive knowledge of photographic processes, equipment and materials.

Requires ability to serve as liaison to various administrators and with the general public.

Requires ability to plan, assign, coordinate and review the work of lower level technicians.

Requires understanding of all areas of microphotography, and camera filming.

Requires ability to perform highly technical microphotograph laboratory assignments to completion with precision.

Requires ability to work in total darkness when required.

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

Effective - August 16, 1990