

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

MICROGRAPHIC EQUIPMENT OPERATOR - LEAD

Position Code: K6165

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, as lead operator for a group of lower level micrographic equipment operators, operates various routine and complex types of microfilm cameras to produce images of records and documentation on microfilm for permanent storage and/or active retrieval systems; schedules and coordinates work assignments.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Functions as senior operator and lead worker for a group of lower level operators; schedules, coordinates and reviews the performance of assigned tasks; maintains control of work load in absence of the supervisor.
2. Monitors micrographics equipment camera operation to identify equipment malfunctions; makes adjustments to equipment and assures and determines proper set-up for various projects; determines necessity of refilming; maintains detailed records of documents filmed and camera set-up.
3. Inspects documents to be microfilmed; refilms documents into or onto corresponding roll, organizes security rolls for proper storage. Inserts documents into or onto microfilm camera and returns documents to container as filmed.
4. Compiles and maintains daily, weekly and monthly statistics and project books on filming; maintains records on productivity, equipment, service calls and density charts.
5. May operate 35mm engineering drawing camera and/or a 105mm step and repeat microfiche camera and accessories or other equipment of similar complexity, as well as basic rotary or planetary microfilm cameras.
6. Compiles and maintains daily, weekly and monthly statistics on production, service calls, and density charts.
7. Inspects developed film to insure accuracy and identify defective or unsatisfactory images for retakes; checks and compares against original documents to insure proper micro-reproductions.
8. May perform a variety of routine and more complex microfilm-related duties such as loading microfilm cartridges, operating micrographics equipment retrieval and selecting proper

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accessories for micrographics projects.

9. Trains, instructs and orients new or lower-level operators in micrographic equipment operations in-house and in other state agency microfilm systems.
10. 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 two years experience in micrographic equipment operations.

Knowledge, Skills and Abilities

Requires working knowledge of record preservation practices using equipment.

Requires extensive knowledge of micrographics operations, methods and procedures.

Requires ability to care for and operate complex, sophisticated and basic types of micrographics equipment and accessories.

Requires ability to exercise a high degree of independent judgement and initiative.

Requires ability to follow complex oral and written directions.

Requires ability to train and instruct lower-level microfilm operators.

Requires ability to follow written and oral directions.

Requires ability to communicate verbally, and to receive technical and semi-professional explanations and guidance.

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

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

Effective - August 16, 1990