

DEFINITION

This work involves the skilled operation of a microfilm camera for the photographing of original documents.

Employees of this class process specific photographing assignments, maintain the camera equipment, ensure quality control of the finished product and operate dark room equipment in accordance with standards and procedures.

Work is performed under close supervision during the initial training period, but incumbents will exercise considerable independence as experience is gained, referring unusual problems to a supervisor. Work is reviewed and evaluated on the basis of the quality of the product and expediency of completion of assignments.

TYPICAL DUTIES*

Operates a wide variety of photographic equipment related to microfilming requirements.

Ensures that chemical solutions are appropriate to the job.

Proofreads to determine quality of finished products.

Tests film for resolution, fog and density.

Threads camera and processor during each specific process.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of negative quality, clarity and definition. Ability to perform maintenance procedures.

Ability to perform dark room activities.

Skill in organization of work.

Ability to perform duties under time lines.

TRAINING AND EXPERIENCE REQUIREMENTS**Job Level**

Completion of the twelfth (12th) school grade and a minimum of nine (9) months' experience in microfilm equipment operation.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0355		0356	
Last Updated:	1981-04			
Previous Updates:				
Originated:	1980-11			