



## MICROFILM/IMAGING TECHNICIAN I/II

### **DEFINITION**

Under immediate or general supervision, operates, adjusts, and performs minor maintenance to photo reproduction, microfilming, micro imaging, and associated equipment and imaging/scanning equipment; assists the public in a fast-paced environment; provides information and assistance to staff and the general public; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate or general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

*Microfilm/Imaging Technician I:* This is the entry-level classification in the Microfilm/Imaging Technician series. Initially under close supervision, incumbents learn County policies and procedures, and operating and maintenance procedures for varied photo/imaging reproduction, microfilming, and micro imaging equipment. As experience is gained, there is greater independence of action and decision making within general guidelines. Positions at this level usually perform most of the duties required of the positions at the II-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

*Microfilm/Imaging Technician II:* This is the fully qualified journey-level classification in the Microfilm/Imaging Technician series, fully competent to independently perform a full range of difficult and complex photo reproduction, microfilming, micro imaging, and imaging/scanning activities. Specific job procedures are followed, and guidelines and supervision are available in non-routine circumstances. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Microfilm/Imaging Technician class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level, after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

- Operates, adjusts, and performs minor maintenance to microfilming, micro imaging, scanning, imaging, automatic filming, duplicating, and copy reproduction equipment, optical disks, and other micro imaging materials.
- Prepares documents of various sizes and shapes, including maps and other large size images, for filming and scanning by removing staples and clips, placing documents in or on the equipment, and

- arranging documents in date or other order such as document number.
- Films documents using appropriate equipment and adjusting image to appropriate size utilizing proper density and exposure settings on camera.
  - Inspects, edits, and splices film to remove micro imaging errors and ensures appropriate order.
  - Identifies, labels, and files film following established procedures.
  - Duplicates rolls of film using appropriate equipment.
  - Films vital records for permanent storage.
  - Performs routine maintenance and makes minor repairs and adjustments to microfilming, micro imaging, and related equipment.
  - After preparing documents, scans them utilizing an imaging scanner; maintains quality of images by using prescribed controls and methods as required by the imaging device.
  - Maintains basic logs and records of work performed; verifies booking and paging of recorded documents for accuracy.
  - Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operation, adjustment, and minor maintenance of a variety of photo reproduction, microfilming, micro imaging, and imaging equipment.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Basic business arithmetic.
- Basic recordkeeping and filing practices.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

### **Ability to:**

- Operate, adjust, and utilize imaging scanners.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Verify scanned images.
- Operate, adjust, and perform minor maintenance to photo reproduction, microfilming, and various micro imaging equipment.
- Recognize input problems and making corrections.
- Organize and maintain accurate files.
- Understand and follow oral and written directions.
- Maintain basic records of work performed.
- Deal tactfully and effectively with a variety of individuals, some of whom may be hostile or irate and/or from varying ethnic and socioeconomic backgrounds.

- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.*

Microfilm/Imaging Technician I: Six (6) months of general clerical or office assistant experience, which includes experience using personal computers.

Microfilm/Imaging Technician II: In addition to the above, one (1) year of experience in operating photo reproduction, microfilm, micro imaging and imaging/scanning equipment, and personal computers on a production basis.

**Licenses and Certifications:**

- None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve file information. Employees must possess the ability to lift, carry, push and pull materials, and objects up to 30 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL CONDITIONS**

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.