

Washington State Department of Personnel
Class Specification

MICROFILM TECHNICIAN 1

206E

Abolished May 11, 2012

Definition:

Performs and assists in the completion of assigned microfilm operations including reproduction, microfilm editing, and related micrographic duties.

Distinguishing Characteristics:

Incumbents at this level operate microfilm equipment according to defined operating procedures, under the direction of a lead operator or supervisor, while receiving training in film development and technology.

Typical Work:

Prepares documents for filming by removing holding devices, repairing tears and wrinkles and placing documents in filming order after inserting any required targets; types labels, job information sheets and headers; loads and indexes cartridges, cassettes, aperture cards, and reels with appropriate information; edits film using a viewer and splicer; strips roll film into microfiche, loads and indexes cartridges, cassettes, aperture cards, and reels with appropriate information; edits film using a viewer and splicer; strips roll film into microfiche, loads microfiches, jackets and mounts film into aperture cards; visually inspects microforms for defects using such equipment as a light table, optical reticle and microform reader; notes inspection results in an inspection optical reticle and microform reader; notes inspection results in an inspection log;

Packages items for return to customers;

Provides other non-technical assistance to the center as required;

Operates various planetary, step-and-repeat, and rotary cameras, ensuring that all work is carried out according to established procedures;

Adjusts the reduction and pull-down according to document size and other requirements;

Adjusts camera focus for optimum resolution;

Performs step test, and uses a voltage regulator to adjust the illumination according to the reflectance and color of the page being photographed;

Using a light meter, adjusts the light source for even exposure;

Positions and microfilms header information on microfiche;

Microfilms documents after extracting requirements from work orders;

On the basis of contrast, sharpness and related considerations, makes final decisions concerning the practicability of photographing the document;

Changes accessories according to reduction, filming mode and other requirements specified on work orders;

Loads and unloads film, lubricates moving parts as necessary; cleans lenses and glass guides and performs similar preventive and operational maintenance on cameras;

Maintains and updates production and supply consumption records;

Performs other duties as required.

Knowledge and Abilities:

Knowledge of: elementary arithmetic.

Ability to: lift moderately heavy items such as cartons containing records and film, bottles and chemicals; physical dexterity in hand and finger movement; good eye adjustment and muscular coordination; read, write, and understand oral and written instructions.

Legal Requirement(s):

There may be instances where individual positions must have additional licenses or certification. It is the employer's responsibility to ensure the appropriate licenses/certifications are obtained for each position.

Desirable Qualifications:

High school diploma or GED equivalent.

Class Specification History

New class adopted May 9, 1986.

Revise class. Revises class code (formerly 02710), general revision; adopted May 10, 2007, effective July 1, 2007.

Abolished; adopted May 10, 2012, effective May 11, 2012.