

Washington State Department of Personnel
Class Specification

MICROFILM TECHNICIAN 2

206F

Definition:

As a fully qualified microfilm technician, performs assigned micrographic operations including film recording, processing and duplicating.

Distinguishing Characteristics:

In addition to performing all functions required at the entry level, incumbents at this level operate all types of microfilm related duplicating and processing equipment according to defined operating procedures. Also performs quality control functions on film processors and duplicators, as well as in-house maintenance on all microfilm equipment. Work at this level requires extensive knowledge of all terms and procedures used in micrographics. Incumbents at this level may be required to act for lead technicians in their absence.

Typical Work:

Reviews instructions and schedules to determine equipment set-ups and operates micrographic and related peripheral equipment accordingly;

Evaluates quality of processed original film and duplicates made on high speed film duplicators; evaluates quality of micrographic images, including latent image stability, photochemistry and light, plus film polarity; analyzes operational problems involving machine and camera malfunctions and reports problem definition to lead operator or supervisor;

Assists supervisor or lead technician with preparation of operating procedures and scheduling as well as with new and complex production runs;

Works with equipment service representatives concerning problem identification and solutions;

Performs in-house maintenance on all related equipment, including daily and periodic maintenance of cameras, duplicators and film processors;

Operates various diazo, vesicular and silver duplicators, ensuring that all work is carried out according to established procedures;

Sets up equipment for appropriate input and output media;

On the basis of film density and contrast, adjusts light intensity and lens aperture and/or speed settings to assure quality output;

Adjusts ammonia flow (diazo) and development temperature settings (diazo and vesicular);

Splices and unsplices rolls of film for continuous-roll duplicating and processing;

Produces appropriate duplicating after extracting requirements from work orders;

Collates microfiche;

Winds duplicate roll film on reels, assuring proper image orientation, and boxes film;

Polishes drums, cleans optical and other components and performs other preventive and minor maintenance on equipment;

Operates high speed conventional film processors in dark room environment; prepares and maintains necessary photochemistry for operation according to established procedures;

Mixes chemicals and sets up equipment, ensuring proper chemical mixtures and temperatures;

Responsible for quality and consistency of work performed;

Uses PH test meter, thermometers, calibration-control strips, densitometer and spectrophotometer, monitoring and adjusting speed settings, meters and gauges to assure accurate performance of the processor;

Processes microfilm after extracting requirements from work orders;

Drains, disassembles and thoroughly cleans film processors, noting carefully the condition of the rollers, other moving parts and tubing;

Performs preventive and minor maintenance on processing equipment;

Replaces chemical and water filters according to prescribed schedules;

Maintains and updates production logs, daily sensitometric curves and supply consumption records;

Performs other duties as required.

Knowledge and Abilities:

Knowledge of: elementary arithmetic; terms and procedures used in micrographics.

Ability to: lift moderately heavy items such as cartons containing records, film, bottles and chemicals; physical dexterity in hand and finger movement; good eye adjustment and muscular coordination; read and write; follow 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 graduation or GED equivalent.

AND

One year of experience as a Microfilm Technician 1 or equivalent.

Class Specification History

New class adopted May 9, 1986.

Revise class. Revises minimum qualifications; adopted March 15, 1991.

Revise class. Revises class code (formerly 02720), general revision; adopted May 10, 2007, effective July 1, 2007.