

MICROFILM OPERATOR

Code No.: 4-05-024

NON-COMPETITIVE

DISINGUISHING FEATURES OF THE CLASS: This is an entry level position responsible for the operation of microfilm equipment used for recording various documents and papers on film. The Microfilm Operator receives general supervision from and reports directly to a senior level employee. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.):

Coordinates delivery timelines with schools;

Receives various documents and papers for microfilming;

Prepares documents for filming;

Orders all necessary supplies;

Operates the camera, loading and unloading film, inserting papers into an automatic feeder, and removing documents for resorting and filing;

Reviews records for missing documents or information;

Edits film for error by use of a reader;

Prepares film for storage by labeling and indexing cases according to established procedures, including preparation of fiche;

Makes any necessary minor adjustments to camera and equipment and recommends when service calls are necessary;

Maintains inventory of film and other supplies;

Keeps records and reports of microfilm work;

Provides microfilm reading service when required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the operation of a microfilm machine; working knowledge of office terminology, procedures and equipment; ability to prepare records for microfilming; ability to maintain simple files and records, ability to understand and follow routine oral and written instructions; industrious; dependability; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency

diploma.

NOTE: Where the minimum educational requirement is not met, relevant experience in microfilming may be substituted on a year-for-year basis.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

Revised: March 11, 1976

REVISED: April 16, 1987

REVISED: December 16, 1987