

## ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** MICROGRAPHICS CLERK **GRADE:** 4

**TITLE ABBREVIATION:** MICROGRAPH CLK **TITLE NO.:** 6447

**JURIS.CL:** NC **SALARY CODE:** 01 **UNIT:**        **EEO CODE:** AS **FLSA CODE:** NE

**DEPARTMENT:** VARIOUS **DIVISION:**                     

**SUPERVISOR'S TITLE:** VARIOUS

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine work involving responsibility for independently operating a variety of microfilm equipment. Work is usually performed under the general supervision of higher level personnel in accordance with well defined and standard procedures; detailed instructions are given for new or unusual assignments. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Pulls, reviews and prepares documents to be microfilmed; including educational material, student records, personnel records, financial accounts, deeds, mortgages, etc.;
2. Prepares camera for filming and films documents;
3. Checks films for errors or poor exposures on microfilm viewer when returned from processing;
4. Types a microfilm jacket for each individual file and using jacket reader filler, inserts the film into the jackets;
5. Files jacketed films and sends duplicate films to bank vault for storage;
6. Pulls and files original documents where required and destroys all others using a shredder machine;
7. Pulls individual micro-jackets when information is requested, sets up micro-film viewer for viewing and prints copies of information if needed;
8. Cleans, oils and makes minor repairs to equipment;
9. May perform a variety of routine clerical duties when assigned;

10. May copy maps and transfer maps to aperture cards using specialized copying equipment;
11. May process film;
12. May duplicate original microfilm using the diazoing procedure.

**FULL PERFORMANCE KNOWLEDGES, SKILLS AND ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of techniques used in microfilming records; working knowledge of office terminology and procedures; clerical aptitude; ability to understand and carry out oral and written directions; good judgment; initiative; good physical condition.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Successful completion of one year traineeship as a Micrographics Clerk Trainee; OR
- (B) Graduation from high school or possession of a high school equivalency diploma; OR
- (C) Six (6) months of clerical office experience.

REVISED: 5/29/78

FORMAT CHANGE: 8/11/86

REVISED: 7/10/89

REVISED: 3/2/90

REVISED: 6/20/90

REVISED: 12/2/98 kmg

REVISED: 8/6/03 MS

**JURIS. CL. UPDATE: 2/9/04 ms**