

ORANGE COUNTY CLASS SPECIFICATION

TITLE: MICROGRAPHICS CLERK TRAINEE **GRADE:** 3

TITLE ABBREVIATION: MICROGRPH CLK TR **TITLE NO.:** 6448

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: The trainee level is used to recruit into the micrographic field, individuals who demonstrate a career interest in the micrographic field with County Government. Trainees receive on-the-job training while performing increasingly responsible and independent activities. Trainees will become acquainted with independently operating a variety of microfilm equipment. Work is 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. Receives training and pulls, reviews and prepares documents to be microfilmed; including educational material, student records, personnel records, financial accounts, deeds, mortgages, etc.;
2. Receives training and prepares camera for filming and films documents;
3. Receives training and checks films for errors or poor exposures on microfilm viewer when returned from processing;
4. Receives training and types a microfilm jacket for each individual file and using jacket reader filler, inserts the film into the jackets;
5. Receives training and files jacketed films and sends duplicate films to bank vault for storage;
6. Receives training and pulls and files original documents where required and destroys all others using a shredder machine;

7. Receives training and pulls individual micro-jackets when information is requested, sets up micro-film viewer for viewing and prints copies of information if needed;
8. Receives training and cleans, oils and makes minor repairs to equipment;
9. Receives training and may perform a variety of routine clerical duties when assigned;
10. Receives training and may copy maps and transfer maps to aperture cards using specialized copying equipment;
11. Receives training and may process film;
12. Receives training and may duplicate original microfilm using the diazoing procedure.

FULL PERFORMANCE KNOWLEDGES, SKILLS AND ABILITIES AND PERSONAL

CHARACTERISTICS: Working 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: None are required.

REVISED: 5/29/78

FORMAT CHANGE: 8/11/86

REVISED: 5/6/91

REVISED: 8/6/03 MS

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