

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: FILM INSPECTOR

TITLE #: 1280

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving the responsibility for inspecting and repairing films in a film library. Work is performed under general supervision and does not involve the supervision of others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Checks title and print number;

Enters film/video information into film library database;

Maintains database, entering teacher data and resources;

Inspects films by running them on film inspection equipment;

Makes repairs as necessary;

Maintains records of inspections and repairs to films;

Replaces inspected film in its proper storage rack;

Cleans inspection machines.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the methods of film repair; ability to operate and maintain film inspection equipment; ability to operate computer keyboard and enter data accurately; manual dexterity; organizational skills; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma; OR
- (B) One (1) year of film inspection experience.

ADOPTED: Unknown
REVISED: 4/7/98