

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

CLASS TITLE: MICROGRAPHICS CLERK (BOCES)

TITLE #: 1428

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving responsibility for operating microfilm equipment and assisting in clerical work related to microfilming operations and the print shop at Orange-Ulster BOCES. Work is performed under the direct supervision of the Records Management Officer in accordance with established policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates all Department microfilm equipment;

Repairs damaged documents by removing staples and paper clips, taping tears, etc., in preparation for microfilming;

Prepares camera for filming and microfilms documents for school districts, businesses and municipalities;

Assures the integrity of the original files by checking alphabetical, numerical and chronological systems;

Reviews copy request from teachers, administrators and support staff and logs in requests using appropriate codes;

Operates photocopy machine and fills orders as requested, preparing requested number of copies;

Returns materials to requestor by date due;

Performs minor maintenance and repairs to copy equipment, including fixing paper jams, adding toner, changing paper;

Assists in a variety of clerical tasks relative to the functional activities of the department.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the methods and procedures involved producing microfilm; good knowledge of the equipment used in micrographics operations; working knowledge of modern office practices; ability to understand and interpret technical instructions; ability lift a minimum of 25 pounds; accuracy; neatness; dependability; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

JURISDICTIONAL CLASS: Non-competitive when assigned to BOCES.

UPDATED 8/13/18/dc