

OFFICE ASSISTANT (MICROGRAPHICS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this position operates a variety of microfilm cameras, processors and duplicators, scanners, and microfilm reader printers. In addition, the incumbent evaluates microfilm to ensure that quality meets departmental quality control standards, indexes and scans documents and maintains related records. The incumbent also operates related equipment as required. Incumbents may be assigned to any of the departments work shifts depending on area of assignment. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs all aspects of microfilm camera and scanning operations;

Sets up accessory units on camera according to reductions, filming mode and other requirements specified on the work order;

Uses a microscope, densitometer, sensitometer, chemical analytical devices, light table and microform reader to test processed film and notes inspection and test results in an inspection log;

Determines the cause of problems in processes that control product quality and recommends or initiates changes when necessary;

Understands and performs chemistry mixing for processing equipment and operates all film-processing equipment;

Following supervisor's instructions or job format, microfilms or scans various types of source document materials;

Destroys obsolete film of a confidential nature by using film shredder;

Loads microfilm into cartridges, magazines, cassettes and jackets as specified by shop orders;

Performs routine maintenance on equipment as specified by manufacturers and installation standards;

Operates various diazo, vesicular and silver duplicators, assuring that all work is carried out according to established procedures;

On the basis of film density and contrast, adjusts temperature, chemistry and/or speed settings on processor;

Adjusts ammonia flow (diazo) and development temperature settings (diazo and vesicular) on duplicators to assure quality film output;

Follows work order requirements and produces appropriate duplicates or hard copies;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Prepares documents for scanning, proofs the images for clarity and rescans documents that do not meet established standards;

Polishes drums, adds toner, cleans optical and other components and performs other preventive and minor maintenance on equipment;

Maintains and updates production and supply consumption records.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles of modern photography as they apply to microfilming procedures; good knowledge of the chemicals and solutions used in film and in standard darkroom procedures; good knowledge and ability in the operation, use and function of microfilm cameras and related equipment; good knowledge in the use of operators equipment manuals; good understanding of the technical aspects of microfilming, camera operations and special requirements for exposing and handling microfilm; ability to evaluate tests and quality assurance results; ability to communicate effectively both orally and in writing; initiative; accuracy; flexibility; reliability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or general equivalency diploma and either: (a) satisfactory completion of course work in photography which must have included darkroom experience in high school or post high school and one year experience in the use and operation of microfilming equipment including cameras, processors and duplicators, and scanners; or (b) two years of experience in the use and operation of microfilming equipment including cameras, processors and duplicators and scanners; or (c) an equivalent combination of training and experience as defined by the limits of (a) and (b).