

MICROGRAPHICS OPERATOR

GENERAL STATEMENT OF DUTIES: Operates simple microfilm equipment to reproduce and/or reduce copies of official records; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, performs simple photographic tasks involved in the production of microfilm records and reproduction of various documents. Assignments are received in the form of documents to be microfilmed or reproduced and work follows prescribed procedures. The employee verifies work to assure a clear and visual copy. Supervision is not a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Operates rotary and planetary cameras used to reduce official documents to minute size (i.e. loading of film; setting and replacement of blip; checking of calibrations; cleaning);

Makes copies of documents, such as deeds, mortgages, maps, payroll records, student academic records, school board minutes;

Operates microfilm viewers (fiche, cartridge, roll film, readers and reader printers);

Operates jacket filler for fiche originals;

May perform a variety of other departmental tasks, as required;

Services machines.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of modern office procedures, machines and terminology; ability to learn the techniques used in operating microfilm and related equipment; ability to understand and carry out oral and written instructions; mental alertness; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from a vocational or technical high school with at least one course in printing or the operation of microfilm equipment; or (b) graduation from high school course or possession of a high school equivalency diploma plus six months of work experience involving operation of printing machinery or microfilm equipment; or (c) four years of experience involving operation of printing machinery or microfilm equipment; or (d) a satisfactory equivalent combination of the foregoing experience and training.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages, Special Districts,
Cities of Peekskill and Rye,
School Districts
J. C.: Competitive

Job Class Code: S193 (School Districts)
0210 (Municipalities)