

**THE COUNTY OF SOLANO**  
**CLASS DESCRIPTION, 1999**

**MICROGRAPHICS/IMAGING TECHNICIAN**

**DEFINITION**

Under general supervision, operates equipment related to the process of creating images of original documents; researches records and operates photocopy equipment in preparing copies from original documents; performs related duties as required.

**DISTINGUISHING CHARACTERISTICS**

This class is characterized by the responsibility to operate micrographic and microfilm equipment to reproduce archival quality copies of official documents and records. This class is distinguished from that of Micrographics/Imaging Technician, Senior in that the latter has responsibility for coordinating and providing lead worker guidance to the work unit.

**EXAMPLES OF DUTIES**

Depending on assignment, duties may include, but are not limited to the following:

1. Prepares official County records and documents for photocopying and microfilming; secures records for conversion to film; reviews materials for proper clarity.
2. Films photographs and/or photocopies, documents and records by working with microphotographic and microfilm equipment; may perform step tests and adjust camera settings for proper light exposure; loads and removes cartridge film reels from cameras; marks and forwards film for processing.
3. Compares negative and positive copies with the original document to confirm accuracy of reproduction; certifies copies released to the public.
4. Processes film by operating film processor equipment; threads film into processor and affixes developed film onto film reel; cleans processor, and adds or remove solutions as necessary.
5. Checks developed film on reader screen for clarity, and against original source documents and records for completeness; groups and orders microfilm by file order and prepares for filing.
6. Uses splicer to edit retakes.

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7. Reproduces microfilm into hard copy reprints as requested by operating reader/printers, direct print cameras and duplicators; reprints according to established department policies and procedures; retains and files original microfilm copies.
8. Performs routine maintenance to microfilm equipment by replacing machine bulbs, printing fluid, and paper; calls vendor for needed repairs.
9. Prepares original documents for microfilming, visually checking each page for legibility counting each page to insure accuracy of count.
10. Operates microfilm camera filming original documents, loading film in camera for daily film and unloading film after daily documents are completed; operates film reading equipment for quality control of processed film for poor image quality and errors; annotates those documents needed to be re-filmed.
11. Completes Filming and Document Status Report; records daily statistics on quantity of records recorded, film edited, documents mailed back, bank note paper, etc.; inputs information into computer.
12. Mails documents back to customers after film as been compared to document to insure accuracy of film.
13. Operates film duplicator and distributes film after processing; scans film for acceptability of film and correct errors.
14. Instructs clients on use of film reader/printer and microfiche equipment; assists title company clients and the general public in researching real property documents.
15. May assist in Vital Records; researches and prepares birth certificates; maintains and logs issued bank note certificates; maintains and balances cash drawer; processes credit card orders using Vitalchek system; files all marriage, birth and death certificates received from local register upon receipt; answers telephone inquires; assists customers at counter; instructs customers on use of computer for research; demonstrate use of genealogy books; completes telephone orders for certificates; assists military recruiters in verifying birth information; contacts State Department of Health for replacement of marriage, birth, and death records.

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### QUALIFICATION GUIDELINES

#### EDUCATION AND/OR EXPERIENCE

High school diploma or GED; supplemented by six (6) months of full-time work experience in the operation of microfilm equipment that demonstrates possession of and competency in the requisite knowledge and abilities.

#### KNOWLEDGE/ABILITIES

Working knowledge of clerical and department work practices, procedures and policies related to the preparation, reproduction and filing of original records and documents; microfilm equipment operating and maintenance procedures.

Some knowledge of modern safety precautions and procedures relating to the operation and maintenance of micrographic equipment.

Ability to operate and maintain microfilm cameras, processors, duplicators, readers and related equipment; assign and/or record identification codes; store, maintain and retrieve information, records, charts and materials; search documents and micrographic information to locate requested information; maintain accurate records and document actions taken; maintain confidentiality of information; demonstrate tact and diplomacy in stressful situations; understand and adhere to written and oral instructions; make routine arithmetical calculations; establish and maintain cooperative working relationships.

#### SPECIAL REQUIREMENTS

None.

#### SUPPLEMENTAL INFORMATION

Incumbents will be exposed to and required to work with photographic chemicals and should have a tolerance for chemical odors.

#### ADA COMPLIANCE

**Physical Ability:** Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

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**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, odor and sound. Some tasks require visual perception and discrimination.

**Environmental Factors:** Tasks may risk exposure to strong odors, toxic/poisonous agents, bright/dim lights, and machinery.

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Human Resources Director

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Date

Solano County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Solano County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.