

THE COUNTY OF SOLANO
CLASS DESCRIPTION, 1999

MICROGRAPHICS/IMAGING TECHNICIAN, SENIOR

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; provides lead worker guidance to others in the work unit; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is characterized by the lead 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 in that the latter does not have the responsibility for leading a section of work for the unit.

EXAMPLES OF DUTIES

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

1. Leads the work of a unit of technical/clerical staff; assigns, monitors and reviews the work for completeness, accuracy and adherence to policies and procedures; provides technical expertise in the resolution of problems; trains new employees in tasks and procedures related to assigned function; participates in the evaluation process by monitoring and reporting on work performance.
2. Prepares official County records and documents for photocopying and microfilming; secures records for conversion to film; reviews materials for proper clarity.
3. Films photographs and/or photocopies, documents and records by working with microphotographic and microfilm equipment; may perform step down tests and adjust camera settings for proper light exposure; loads and removes cartridge film reels from cameras; marks and forwards film for processing.
4. Compares negative and positive copies with the original document to confirm accuracy of reproduction; certifies copies released to the public.
5. Processes film by operating film processor equipment; threads film into processor and affixes developed film onto film reel; pre-mixes chemical solutions according to prescribed amounts and adjusts control valves to predetermined settings; cleans processor, and adds or removes solutions as necessary.

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6. 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.
7. Uses splicer to edit retakes; operates map machine to reproduce blue line copies from mylar originals.
8. 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.
9. Performs routine maintenance to direct print cameras and microfilm equipment by replacing machine bulbs, printing fluid, and paper; calls vendor for needed repairs.
10. Acts in a lead capacity; orders micrographic supplies, maintenance on equipment; acts as liaison between repair technician and the work unit.
11. Coordinates the storage and retrieval of County records, documents, and microfilm services within the unit; keeps accurate inventory of the use of micrographic equipment and supplies; keeps supervisor abreast of the status of the unit in volume and production.

QUALIFICATION GUIDELINES

EDUCATION AND/OR EXPERIENCE

High school diploma or GED; supplemented by one (1) year of full-time work experience, including four (4) months of lead worker experience 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 official County records and documents; microfilm equipment operating and maintenance procedures.

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

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Ability to lead, assign, and review the work of others; operate and maintain direct print cameras, 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. Incumbents must 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).

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.

Human Resources Director

Date

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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.