

MICROFILM RECORDS CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves producing microfilm copies of original documents, compiling records and indexes, and retrieving information from film files. Duties are performed under general supervision. A Microfilm Records Clerk also does related work as required.

TYPICAL WORK ACTIVITIES:

- Receives and prepares various documents, records, and papers for microfilming and indexing;
- Prepares camera for photographing by adjusting voltage and density for various shades, colors, and sizes of documents;
- Operates camera, inserting documents in successive order, then removing documents for re-sorting and filing;
- Loads camera with film;
- Makes copies of microfilm as requested;
- Prepares films for storage, labels, and indexes film cases;
- Files completed film;
- Maintains camera and equipment in working order;
- Shows others how to use microfilm readers and printers;
- Orders and maintains inventory of supplies;
- Types an index of filmed documents;
- May keep various records and reports;
- May require operation of a motor vehicle.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures, and equipment; working knowledge of business arithmetic and English; skill in the use of microfilming equipment; ability to get along well with others; ability to understand and carry out written and oral instructions; clerical aptitude; ability to write legibly; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

A) Graduation from high school or possession of a high school equivalency diploma;

OR

B) One year of clerical office experience.

SPECIAL REQUIREMENT: In agencies where required, possession of a New York State Driver's license at time of appointment.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 10/30/80