

SENIOR MICROFILM RECORDS CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves supervising and participating in the production of microfilm copies of original documents and retrieving information from film files. Duties are performed under the general supervision of the Deputy County Clerk in accordance with established practices and procedures. General supervision is exercised over Microfilm Records Clerks. A Senior Microfilm Records Clerk does related work as required.

TYPICAL WORK ACTIVITIES:

- Lays out work for Microfilm Records Clerks and inspects completed filming;
- 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;
- Edits films for errors by use of a reader and makes necessary splices;
- Makes copies of microfilm as requested;
- Prepares films for storage, labels, and indexes film cases according to established procedure;
- Files completed film in cabinets;
- Maintains camera and equipment in working order, making minor adjustments;
- Orders and maintains inventory of supplies;
- Types an index of filmed documents;
- Keeps various records and reports;
- May require operation of a motor vehicle.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the practices governing the operation of microfilm cameras and equipment; working knowledge of business arithmetic and English; working knowledge of office terminology, procedures, and equipment; skill in the use of microfilming equipment; ability to instruct others in the use of microfilm equipment; ability to layout and supervise the work of others; ability to order and maintain inventory; ability to write legibly; ability to understand and carry out oral and written instructions; clerical aptitude; physical condition equal to the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from high school or possession of a high school equivalency diploma and six months of experience operating microfilm equipment;

OR

- B) 18 months of experience operating microfilm equipment.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 10/30/80

Revised: 3/9/81