

DEPARTMENT: NORTH TONAWANDA CITY CLERK
CLASSIFICATION: PART-TIME NON-COMPETITIVE
APPROVED: DECEMBER 16, 2002

MICROFILM OPERATOR
(North Tonawanda)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the operation of a microfilm camera in making microfilm copies of various documents and records. An incumbent of this position also retrieves information from files. The work is performed under general supervision. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares and operates a microfilm camera in making copies of various printed documents;
Adjusts lights to provide proper illumination for microfilming;
Sets diaphragm control to regulate light passing through aperture;
Estimates exposure time according to color and tone of original, intensity of light, speed of film and lens aperture used;
Judges films as to quality and decides on retakes;
Trims, edits, splices and measures films to complete rolls;
Performs maintenance and minor repairs on microfilm equipment;
When not microfilming, performs routine clerical tasks.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation and maintenance of a microfilm camera;
Working knowledge of the basic principles and practices of photography;
Working knowledge of the handling and care of documents, prints, and newspapers;
Clerical aptitude;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma and three (3) years of clerical experience which shall have included the operation of a photostat or microfilm machine in the duplication of legal or other documents.