

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Microfilmer 4		Class Code: 003SA4
	FLSA Status: Non-Exempt	Salary Schedule: COMOT 4	Effective Date: 8-16-13
	Summary: Assists in applying and monitoring information management systems as it relates to maintenance and preservation of records through completing technical tasks of microfilming processes which improve efficiency and reduces cost of recordkeeping.		

Duties:

- Transfers digital files to film Archive Writers for permanent preservation of film;
- Fills in on source document camera and scanners as needed;
- Microfilms records by using planetary, rotary or other special microfilm cameras;
- Edits microfilm of others by using readers or jacket loaders to check each roll to determine whether the physical requirements have been met and whether all material has been filmed in proper sequence;
- May direct the work of lower level staff;
- Completes Report of Statistics and Supplies, Document of Microfilming Quality Control and Daily Activity Report of quantity of work completed;
- Directs the work of lower level microfilmmers;
- Ensures microfilming standards are met;
- Performs related duties as required.

Job Requirements:

- Knowledge of microfilming camera;
- Knowledge of several imaging software programs;
- Knowledge of principles and processes for providing customer and personal services;
- Ability to operate microfilm reader, archive writer, printer and processor;
- Ability to splice film;
- Ability to be tactful in dealing with persons over the telephone and in person;
- Ability to read departmental documents.

Difficulty of Work:

This work involves performing a variety of standardized tasks following established procedures and guidelines.

Responsibility:

Incumbent receives both general and specific instructions from supervisor before start of assignment. Incumbent makes choice and decisions in determining applicable guidelines to fit individual situations. Must ensure that all film created meets all standards set by Indiana Administrative Code 60 IAC 2. Reports directly to Micrographics supervisor any problems or issues with machines or personnel. Errors could result in loss of time, inconvenience and embarrassment to the organization.

Personal Work Relationships:

Must work closely with not only the members on the team, but must also communicate with employees that also works on the same machine.

Physical Effort:

Ability to lift cubic foot boxes of records in excess of 25 pounds.

Working Conditions:

Work is in an office environment. Incumbent is normally seated or standing.