

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Microfilmer 5		<b>Class Code:</b> 003SA5
	<b>FLSA Status:</b> Non-Exempt	<b>Salary Schedule:</b> COMOT 5	<b>Effective Date:</b> 8-16-13
	<b>Summary:</b> Incumbent performs microfilming related duties for a state agency as it relates to maintenance and preservation of records.		

**Duties:**

- 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;
- Loads machines with materials such as blank paper or film;
- Jacket loads film by using jacket channels;
- Completes Report of Statistics and Supplies, Document of Microfilming Quality Control and Daily Activity Report of quantity of work completed;
- Files and store completed documents;
- Ensures microfilming standards are met;
- Performs related duties as required.

**Job Requirements:**

- Knowledge of microfilming camera;
- Working knowledge of other sections of agency for tracing purposes;
- Knowledge of order forms;
- Ability to operate microfilm reader, printer and processor;
- Ability to splice film;
- Ability to read departmental documents;
- Ability to maintain filing system;
- Ability to make requests for repairs.

**Difficulty of Work:**

This work involves a variety of relatively standardized tasks.

**Responsibility:**

Incumbent receives general instructions before and during work from supervisors and follows specific standardized assignments, making some decisions on methods for completing tasks. Errors result in loss of time, inconvenience and embarrassment to the organization.

**Personal Work Relationships:**

Personal work relationships are with agency members, members of other departments and with the public in order to give information on status of records.

**Physical Effort:**

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

**Working Conditions:**

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