



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MICROFILM/IMAGING LABORATORY TECHNICIAN	28	C	9.718

Under general supervision, Microfilm/Imaging Laboratory Technicians perform microfilm processing, duplicating and quality control assignments; operate processor; mix chemicals and monitor water, developer and dryer temperatures, footage and speed control and rate of chemical replenisher.

Perform quality control tests on microfilm processed at the lab to ensure that microfilm is of good quality and usable using a densitometer, microscope and methylene blue to determine the adequacy of film density, resolution and residual thiosulfate levels.

Inspect processed film to ensure the film is of good quality and usable using light box and splicer; inspect for proper alignment, legibility of documents and accurate indexing/retrieval marks.

Duplicate microfilm/fiche to ensure the original can be kept as a backup and not subject to daily use; monitor appropriate developing temperature, flow of ammonia, lightness, darkness and speed and angle of rollers.

Receive large format printing and digital image requests; create contact sheets with multiple images or groups of images to produce a printed project using computer software.

Perform quality control checks on electronic images that are digitized from film, fiche and paper; ensure image clarity and adjust electronically with a variety of computer software, as needed; group images for ease of retrieval; maintain database images.

Perform routine maintenance and repairs on equipment to ensure maximum equipment efficiency; dismantle and clean processor and calibrate the replenisher after processing a specified footage of film and replace charcoal filters when needed; dismantle and clean duplicators and replace circuitry, relays, transformers and ammonia pumps as needed; check cameras for light leaks.

Make adjustments to cameras and scanners when quality control tests reveal document legibility problems.

Perform large document scanning duties; operate overhead large format scanners and use computer software to digitally stitch multiple images into a large format digital image.

Perform microfilming/scanning duties as needed to ensure that turnaround commitments are met; prepare documents to be filmed or scanned and set up camera; or perform record clarity/legibility tests (density), microfilm or scan documents, and inspect processed films and images.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of experience in microfilming/imaging operations, one year of which included experience with microfilm/image processing equipment and procedures; **OR** two years of experience as a Microfilm/Scanner Operator II in Nevada State service which included the use of document and microfilm scanners and microfilm/image processing

MINIMUM QUALIFICATIONS (cont'd)**EDUCATION AND EXPERIENCE: (cont'd)**

equipment and application of applicable procedures; **OR** an equivalent combination of education and experience as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: microfilm/image processing equipment needed to process and duplicate film, perform routine maintenance or repairs on the equipment, and perform quality control tests; microfilming/imaging practices and procedures; microfilm/image cameras, scanners, and scanner-printers used to solve equipment problems and perform microfilming/imaging tasks. **Ability to:** communicate orally and in writing to assist customers in solving processing or equipment problems; follow oral and written instructions related to processing film, inspecting and performing quality control tests and duplicating film.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: safety procedures used when working with acid, ammonia and film processing chemicals; National Microfilm Association Standards pertaining to the density of film, processing and storage of film, and performing quality control tests; State statutes regarding original record destruction/disposal and certifying microfilm/images. **Ability to:** inspect and analyze processed film for quality by the application of chemical tests, densitometer and microscopic examination; organize work and set priorities as needed to process film in a timely manner.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

9.718

ESTABLISHED: 2/1/68
REVISED: 7/18/80
REVISED: 1/24/84
REVISED: 12/19/85-12
REVISED: 7/1/89P
9/27/88PC
REVISED: 7/1/91P
11/29/90PC
REVISED: 3/19/04PC
REVISED: 3/15/19PC