



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 OPERATOR IV	25	H	9.729
MICROFILM OPERATOR III	24	H	9.725
MICROFILM OPERATOR II	23	H	9.719
MICROFILM OPERATOR I	21	H	9.720

SERIES CONCEPT

Microfilm Operators perform microfilming assignments which include document preparation, filming and inspection of processed films.

Prepare documents for filming to ensure that documents are in proper sequence and that the camera equipment is not jammed or damaged; organize and verify documents in accordance with established alpha and/or numeric sequence; dispose of duplicate documents; remove staples, paper clips and fasteners; repair torn or bent documents; and mark documents that need both sides filmed.

Set up camera to properly film documents; load and/or unload film; program cameras for a variety of filming options; set alignment for documents and adjust exposure of films.

Inspect and correct processed films for proper alignment and legibility of documents and for accurate indexing/retrieval marks; inspect films and authorize the destruction/disposal of documents filmed and inspected.

Maintain equipment to ensure maximum efficiency by cleaning camera lenses, cleaning cameras glass guides, vacuuming out equipment, and replacing paper in reader-printer equipment.

Type or write microfilm cartridge labels, microfiche jacket labels, and label film documents awaiting to be filmed; and file microfilm cartridges.

Perform related duties as assigned.

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CLASS CONCEPT

Microfilm Operator IV: Under general supervision, incumbents perform the full range of duties described in the series concept, and in addition, train, supervise and evaluate the performance of lower level staff, set priorities, and assign duties according to the workload.

Microfilm Operator III: Under general supervision, incumbents perform the full range of duties described in the series concept for a variety of State agencies and other political subdivisions and operate a variety of microfilm equipment to include large planetary cameras which require setting up and adjusting the equipment for reduction rate, manually adjusting the exposure according to the light sensitivity of each document, adjusting lighting, and manually focusing the camera for each document. Incumbents also participate in processing microfilm for the division and other State agencies which includes operating the processor, monitoring water, developer and dryer temperatures, and footage and speed control.

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CLASS CONCEPT (cont'd)

Microfilm Operator III: (cont'd)

Positions in this class are distinguished from those at the lower level by decision-making responsibility concerning a wider variety of documents originating from diverse State and local agencies and the variety of equipment operated. This is the advanced journey level in the series.

Microfilm Operator II: Under general supervision, incumbents perform the full range of duties described in the series concept. This is the journey level in the series.

Microfilm Operator I: Under close supervision, incumbents receive training in microfilming duties described in the series concept. This is the entry level in the series and provides for semi-automatic progression to Microfilm Operator II upon meeting minimum qualifications and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

MICROFILM OPERATOR IV

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience performing microfilm assignments consisting of document preparation, filming, and inspection of processed film; **OR** one year of experience as a Microfilm Operator III in Nevada State service; **OR** an equivalent combination of education and experience.

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

Ability to: schedule, prioritize, and assign microfilm duties according to workload and oversee activities of other microfilm operators. **Skill in:** preparing documents for filming; inspecting processed film for proper alignment and legibility of documents and for accurate indexing/retrieval marks; operating, adjusting, and maintaining a wide variety of microfilm equipment; *and all knowledge, skills and abilities required at the lower levels.*

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

Working knowledge of: agency policies, procedures and practices related to the preparation and storage of microfilmed records; supervisory principles and practices; State payroll/personnel rules, policies and procedures.

MICROFILM OPERATOR III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience performing microfilm assignments which included document preparation, filming, and inspection of processed films; **OR** one year of experience as Microfilm Operator II in Nevada State service; **OR** an equivalent combination of education and experience.

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

Working knowledge of: filing systems used to archive Microfilm and microfiche records; file and store completed microfilm cartridges or microfiche jacket. **Ability to:** prepare documents for filming and file Certificates of Authenticity; *and all knowledge, skills and abilities required at the lower levels.*

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

(These are identical to the Entry Level Knowledge, Skills and Abilities for Microfilm Operator III.)

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MINIMUM QUALIFICATIONS (cont'd)

MICROFILM OPERATOR II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience performing general office work, six months of which included microfilming assignments consisting of document preparation, filming and inspection of processed film; **OR** six months of experience as a Microfilm Operator I in Nevada State service; **OR** an equivalent combination of education and experience.

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

Working Knowledge of: microfilming practices and procedures as needed to film documents, and inspect and make corrections to processed film; microfilming cameras, readers and reader-printers; State statutes regarding original record destruction/disposal and certifying microfilms as needed. **Ability to:** inspect film and authorize disposal of documents; prepare and film the Certificate of Authenticity; perform routine maintenance as needed to properly care for equipment; set up cameras for microfilming; inspect processed film and retrieve/reprint microfilmed documents; maintain confidentiality of information contained in documents or material microfilmed; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities for Microfilm Operator III.)

MICROFILM OPERATOR I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and six months of experience performing general office work; **OR** an equivalent combination of education and experience.

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

Working knowledge of: common office practices and procedures as needed to type, file and answer the phone. **Ability to:** follow verbal and written instructions; perform repetitive work according to established procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities for Microfilm Operator II.)

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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.

	<u>9.729</u>	<u>9.725</u>	<u>9.719</u>	<u>9.720</u>
ESTABLISHED:	7/1/95P 9/16/94PC	7/1/91P 11/29/90PC	2/1/68	10/5/70
REVISED:			6/23/80-3	12/10/79-3
REVISED:			1/24/84	6/24/80-3
REVISED:			12/19/85-12	1/24/84
REVISED:			7/1/89P 9/27/88PC	5/17/85-3
REVISED:			7/1/91P 11/29/90PC	12/19/85-12
REVISED:				7/1/89P 9/27/88PC
REVISED:				7/1/91P 11/29/90PC
REVISED:		7/1/95P 9/16/94PC	7/1/95P 9/16/94PC	7/1/95P 9/16/94PC
REVISED:	6/25/04PC	6/25/04PC	6/25/04PC	6/25/04PC