



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/SCANNER OPERATOR IV	25	C	9.729
MICROFILM/SCANNER OPERATOR III	24	C	9.725
MICROFILM/SCANNER OPERATOR II	23	C	9.719
MICROFILM/SCANNER OPERATOR I	21	C	9.720

SERIES CONCEPT

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

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.

Prepare documents for filming or scanning to ensure that documents are in proper sequence and that the camera or scanning 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; ensure accurate indexing/retrieval marks on processed films.

Perform quality control checks on electronic images that are digitized from film, fiche and paper; ensure scanned image clarity and adjust electronically with a variety of computer software, as needed; group images for ease of retrieval; index image within databases or transfer onto another medium.

Maintain equipment to ensure maximum efficiency by cleaning camera lenses, cleaning cameras glass guides, and vacuuming out equipment.

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

Perform large document scanning duties; operate overhead large format scanners and printers.

Perform related duties as assigned.

CLASS CONCEPT

Microfilm/Scanner 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.

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CLASS CONCEPT (cont'd)

Microfilm/Scanner 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 and scanning equipment. 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.

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/Scanner 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/Scanner 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/SCANNER OPERATOR IV

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

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 or scanning; 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 and scanned records; supervisory principles and practices; State payroll/personnel rules, policies and procedures.

MICROFILM/SCANNER OPERATOR III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience performing microfilm or scanning assignments which included document preparation, filming and inspection of processed films; **OR** one year of experience as Microfilm/Scanner Operator II in Nevada State service; **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: filing systems used to archive Microfilm and digital records; filing and storage of

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MINIMUM QUALIFICATIONS (cont'd)

MICROFILM/SCANNER OPERATOR III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
 completed microfilm. **Ability to:** prepare documents for filming or scanning 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/Scanner Operator III.)

MICROFILM/SCANNER 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 or scanning assignments consisting of document preparation, filming and inspection of processed film; **OR** six months of experience as a Microfilm/Scanner Operator I in Nevada State service; **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: microfilming and scanning practices and procedures as needed to film or scan 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 or scanned 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/Scanner Operator III.)

MICROFILM/SCANNER 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 as described above.

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/Scanner Operator II.)

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

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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	5/17/85-3
			9/27/88PC	
REVISED:			7/1/91P	12/19/85-12
			11/29/90PC	
REVISED:				7/1/89P
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				11/29/90PC
REVISED:		7/1/95P	7/1/95P	7/1/95P
		9/16/94PC	9/16/94PC	9/16/94PC
REVISED:	6/25/04PC	6/25/04PC	6/25/04PC	6/25/04PC
REVISED:	3/15/19PC	3/15/19PC	3/15/19PC	3/15/19PC