

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

MICROFILM LABORATORY TECHNICIAN I

POSITION CODE: 27175
Effective: 2-1-74

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, with emphasis on training, functions as an apprentice microfilm laboratory technician, performs technical work assisting in the operations in a microfilm processing laboratory, responsible for the output of Archival Quality Microfilm, which can be placed in permanent storage.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assists in the operation and adjustment of 16MM, 35MM and 105MM automatic microfilm processing equipment.
2. Assists higher level technicians in the microfilm laboratory, including chemical mix operations with prescribed formulas on a schedule established to maintain production requirements and to ensure production quality.
3. Assists in the operation of various microfilm duplicating machines to include roll to roll microfilm duplicating machines, 16MM and 105MM vesicular duplicators and a high speed silver to silver film duplicator requiring dark room conditions.
4. Cleans and adjusts equipment; maintains production totals and performs other related tasks required in the microfilm laboratory to maintain high standards of film quality.
5. Assists in making quality control checks using film densitometer equipment, processing control strips and chemical tests for archival microfilm to measure excessive thiosulfate in films.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school.

Knowledges, Skills and Abilities

Requires elementary knowledge of record preservation practices.

Requires elementary knowledge of photographic processes, equipment and materials.

Requires ability to adjust and operate various types of microfilm processing and high speed reproduction equipment.

Requires ability to perform progressively difficult technical microphotographic work under the supervision of higher level technicians.