

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

MICROFILM LABORATORY TECHNICIAN II

POSITION CODE: 27176  
Effective: 2-1-74

DISTINGUISHING FEATURES OF WORK:

Under general supervision, operates and maintains automatic microfilm processing equipment to ensure Archival Quality Microfilm, which can be placed in permanent storage. Performs skilled technical work in microphotography reproduction and chemical processing using a high speed silver duplicator to make intermediate and direct image reproductions for various automatic retrieval systems.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Participates in the developing and processing of various width roll microfilms, using 16MM, 35MM and 105MM automatic microfilm processors.
2. Mixes chemicals for processing machines and automatic replenishment systems on a schedule established to maintain production requirements.
3. Operates high speed silver and vesicular film reproduction machines and related equipment.
4. Makes Quality Control checks using film density reading equipment, processing control strips and chemical tests (Crabtree Ross Process) to measure excessive chemical levels in films in order to maintain quality control.
5. Performs minor preventative maintenance to include cleaning and refilling processing machine tanks, changing, washing and making necessary adjustments.
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.

Requires one year of experience in microphotography laboratory operations or in related fields such as professional photography.

Knowledges, Skills and Abilities

Requires working knowledge of photographic processes, equipment and materials.

Requires ability to perform technical microphotographic work to ensure production and quality standards.

Requires skill and ability in operating equipment and utilizing materials and supplies to effect maximum economies.

Requires understanding of all areas of microphotography, camera filming, processing, and various forms of duplication, to evaluate and correct technical problems.