

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

MICROFILM OPERATOR SERIES

<u>CLASS TITLE</u>	<u>POSITION CODE</u>	<u>EFFECTIVE</u>
MICROFILM OPERATOR I	27181	6-1-15
MICROFILM OPERATOR II	27182	6-1-15
MICROFILM OPERATOR III	27183	4-1-72

MICROFILM OPERATOR I

POSITION CODE: 27181

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, operates a variety of microfilm equipment to produce microfilm copies of statistical documents and other records for permanent recording and storage.

ILLUSTRATIVE EXAMPLES OF WORK;

1. Operates microfilm equipment to photograph various records for permanent storage.
2. Inspects documents to be microfilmed; determines equipment setup to produce quality reproduction; adjusts equipment accordingly; inserts documents into equipment.
3. Inspects developed film to ensure accuracy and sort out defective or unsatisfactory images for retakes; checks and compares against original document to ensure proper reproductions.
4. Maintains records of documents microfilmed; files film according to standardized filing methods.
5. May perform routine clerical duties, including answering the telephone, routine keyboarding and filing.
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 no previous experience.

Knowledge, Skills and Abilities

Requires ability to operate and care for microfilm equipment.

Requires ability to maintain files.

Requires ability to follow directions.

## DISTINGUISHING FEATURES OF WORK:

Under direct supervision, operates various types of microfilm equipment with a high degree of independence and extensive latitude for determining various procedures and techniques to produce microfilm copies of statistical documents and other records for permanent recording and storage.

## ILLUSTRATIVE EXAMPLES OF WORK:

1. Sets up independently and operates various types of microfilm equipment; inspects documents to be microfilmed; determines equipment setup to produce quality reproductions; adjusts equipment accordingly; inserts documents into equipment; reads developed film for quality control.
2. Operates developing equipment for processing microfilm; operates proofing machine to inspect microfilm; checks against original document to ensure proper reproductions.
3. Maintains records of documents microfilmed; files film according to standardized filing methods.
4. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## DESIRABLE REQUIREMENTS:

Education and Experience

Requires one year of experience in microfilm operations.

Knowledge, Skills and Abilities

Requires extensive knowledge of record preservation practices.

Requires extensive knowledge of microfilm operations.

Requires ability to operate and care for various types of microfilm equipment.

Requires exercise of independent judgment and initiative.

Requires ability to follow directions.

## DISTINGUISHING FEATURES OF WORK:

Under general supervision, supervises, reviews and coordinates the function of a unit involved in producing microfilm copies of statistical and other records for permanent recording and storage; plans and controls optimum utilization of equipment; maintains and supervises the maintenance of a large filing system for microfilmed data.

## ILLUSTRATIVE EXAMPLES OF WORK:

1. Plans, assigns and supervises the activities of a staff of microfilm operators; develops and maintains work schedules and determine priorities for microfilm productions; plans and controls optimum utilization of equipment to secure prompt and accurate output.
2. Reviews the work of microfilm operators for adequacy, accuracy, conformance with instructions and established practices.
3. Contacts and confers with various section heads regarding regular production work; establishes standards and procedures for projects from various state agencies.
4. Maintains and supervises the maintenance of a large microfilm filing system; maintains original microfilm files for archival back-up.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## DESIRABLE REQUIREMENTS:

Education and Experience

Requires two years experience in microfilm operations.

Knowledges, Skills and Abilities

Requires thorough knowledge of record preservation practices.

Requires thorough knowledge of microfilm operations.

Requires ability to plan, assign, and supervise the work of others.

Requires ability to maintain necessary records and files.

Requires ability to act as liaison to various section heads.

Requires ability to follow oral and written instructions.