

# **MICROFILM OPERATOR**

## **GENERAL**

Employees in positions in this class operate microfilm cameras of the planetary and/or rotary type to produce miniature film reproductions. Incumbent works under general supervision and refers only major technical problems to supervisors.

## **TYPICAL DUTIES**

Inserts the document and make the necessary adjustment to lighting, voltage, aperture, and focus, and may employ a densitometer to ensure precise, accurate exposure, taking exposure readings at intervals.

Loads film into the units.

Responsible for minor maintenance of the cameras.

May develop film for test purposes.

Maintains records of documents processed.

Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Ability to understand and follow instructions.

Must be alert and accurate.

### **Education, Training and Experience**

Grade X is desirable.

### **Physical Standards**

Physically capable of performing the duties assigned.