

MICROFILM CLERK

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class operates microfilm equipment and performs a variety of related clerical tasks including the performance of record keeping and inventory control within the unit. The work is performed under supervision of the Records Management Technician. Little leeway is allowed for the exercise of independent judgment since most tasks are performed according to well defined procedures. Supervision is not a responsibility of an employee in this class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Refines all records and information received for filming;

Maintains microfilm schedule;

Maintains file security and confidentiality;

Maintains an inventory of all records in all divisions of the department;

Updates existing records;

Implements State Education Department controls on records retention and disposition;

Retrieves records as needed;

Verifies all film for clearness and accuracy.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the operation of various types of microfilm equipment and their uses; working knowledge of office terminology, procedures and equipment; ability to maintain simple records; ability to follow oral and written instructions; ability to maintain confidentiality; clerical aptitude; accuracy; good physical condition.

MINIMUM QUALIFICATIONS: Either:

A. Graduation from high school or possession of a high school equivalency diploma; **OR**

B. One year of clerical experience involving the use of office machines.

Note: A course in the use of microfilm equipment (including practical application) may be substituted for the one year of experience indicated in B above.

ULSTER COUNTY
4330 MICRO CLK
Classification: Competitive
Grade: 3

Adopted: September 10, 1986

