

SENIOR MICROFILM CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performance of and supervision in the operation of microfilm equipment and a variety of related clerical tasks including record keeping and inventory control within the Microfilm Unit. Work is performed under the general supervision of the Records Management Technician with leeway allowed for the exercise of independent judgement. Supervision is 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.

Supervises the processing, sorting, labeling, indexing, filing and microfilming of records;

Responsibility for refining all records and information received for filming;

Implements and maintains a schedule for the microfilming of records;

Operates, and supervises the use of microfilm equipment;

Performs routine maintenance on microfilm equipment;

Assists in the training of staff in the use of microfilm equipment and procedures;

Responsible for file security and confidentiality;

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

Compiles data and prepares reports;

Updates existing records;

Responsible for the implementation of 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: Good knowledge of the operation of various types of microfilm equipment and their uses; good knowledge of office terminology, procedures and equipment used; working knowledge of microfilming practices; ability to supervise the work of others; ability to carry out oral and written directions; ability to maintain confidentiality; clerical aptitude; accuracy; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma and two(2) years of micro-graphics experience; **OR**
- B. Four (4) years of micro-graphics experience.

Note: One year of college level study may be substituted for one year of the above experience.

ULSTER COUNTY
6340 SR MIC CLK
Classification: Competitive
Grade: 6
Union: CSEA

Adopted: November 29, 1990