



related duties as assigned.

Distinguishing Characteristics:

This is the entry level in the Microphotographer series. At this level, the incumbent works under close supervision; assignments are routine in nature, involving the less complex microfilm equipment and processes, and guidelines are detailed and specific. Incumbents receive on-the-job training and guidance in the operation and adjustment of all types of microfilm cameras and in related microphotography functions and processes. Person-to-person work relationships are generally limited to other employees in the organization to give or receive information.

Examples of Duties:

Operates microfilm cameras, microfilm reader-printer, electrostatic copier and microfilm splicer in the photographic reproduction of a variety of documents for purposes of security, public reference and certified copies; makes minor adjustments to equipment; labels and files microfilm; receives training in inspecting and splicing of microfilm and in the operation and maintenance of various types of microfilm cameras and auxiliary equipment; and performs routine clerical duties as assigned.

Knowledge and Abilities Required:

Knowledge of the operation and adjustment of one or more kinds of duplicating or other office machines; and office practices and procedures.

Ability to follow both oral and written instruction; and perform routine clerical work.

MICROPHOTOGRAPHER II

1.238

Duties Summary:

Under general supervision, operates one or more types of microfilm camera and related equipment in the photographic reproduction of manuscripts, legal documents, maps, drawings, records and similar material; services and makes minor adjustments to equipment; and performs other related duties as assigned.

Distinguishing Characteristics:

Microphotographers at this level work under the general supervision of a microphotographer of higher level who makes work assignments, reviews work for technical adequacy, and for conformance to accepted standards and procedures. Incumbent may work with relative independence on routine assignments, but receives closer supervision and guidance when operating the larger, more complex planetary cameras, or when working with documents requiring special care and handling and frequent changes in exposure determinations, such as in the case of old and deteriorating archival records and manuscripts. Guidelines and person-to-person work relationships are similar to those at the next lower level.

Examples of Duties:

Operates several types of rotary and planetary microfilm cameras in the photographic reproduction of a variety of documents and records including bound and unbound material, newspapers, maps, plans, drawings and other documents; makes adjustments for the degree of reduction to meet requirements of the particular filming project, conducts tests to insure proper contrast, and makes necessary adjustments to regulate light intensity and exposure time to achieve microfilm images which meet archival standards; assists with the installation of microfilm equipment and conducts necessary density and contrast tests using microfilm machine, densitometer and microscope; loads and unloads cameras, reviews and inspects exposed and developed microfilm for proper targets, blurs, correct numbering sequences or indistinct exposures, and splices in rephotographed segments; may assist with developing of microfilm; services and makes minor repairs to microfilm cameras and auxiliary equipment; operates a reader-printer to make prints from microfilm; services requests for information from microfilm for agencies not equipped with reader or reader-printer machines.

Knowledge and Abilities Required:

Knowledge of the operation, adjustment and care of standard microfilm cameras and accessory equipment; and office practices and procedures.

Ability to use equipment with speed and accuracy; follow both oral and written instructions; keep accurate work records; adjust, service and make minor repairs to equipment; and perform miscellaneous clerical tasks as assigned.

MICROPHOTOGRAPHER III

1.239

Duties Summary:

Is responsible for all microphotography functions in a department or agency, or assists with the supervision of a microphotography unit; adjusts and operates several types of microfilm cameras, including large planetary cameras, in the photographic reproduction of manuscripts, legal documents, maps, drawings, records and similar material; stores microfilm; and performs other related duties as assigned.

Distinguishing Characteristics:

Incumbents of this class either work alone, performing a full range of microphotography functions for a department or agency, with full technical responsibility for operation and maintenance of any type of microfilm camera or related equipment; or as the senior member of a large microphotography unit, performs the more complex functions of the unit, serves as lead-man on special assignments, and assists with the overall management of the unit and the supervision and training of lower level microphotographers and clerical personnel.

Examples of Duties:

Operates several types of rotary and planetary microfilm cameras in the photographic reproduction of a variety of documents and records including bound and unbound material, newspapers, maps, plans, drawings and other documents; makes adjustments for the degree of reduction to meet requirements of the particular filming project, conducts tests to insure proper contrast, and makes necessary adjustments to regulate light intensity and exposures time, to achieve microfilm images which meet archival standards; makes job cost estimates, keeps production and cost records and makes periodic reports; installs microfilm cameras and auxiliary equipment and conducts necessary density and contrast tests using microfilm machine, densitometer and microscope; loads and unloads cameras, reviews and inspects exposed and developed microfilm for proper targets, blurs, correct numbering sequences or indistinct exposures, and splices in rephotographed segments; may develop microfilm, or makes necessary contacts and arrangements for commercial processing; services and makes minor repairs to microfilm cameras and auxiliary equipment, and makes requests for major repairs; may supervise one or two lower level microphotographers as assigned for special projects, or may assist with the supervision and training of lower level microphotographers and clerical personnel in a microphotography unit; and labels and stores microfilm.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the next lower level, this level requires a general practical knowledge of the principles of photography and optics; a good knowledge of microphotography procedures and standards, and of applicable agency regulations and policies; ability to lay out work procedures, make job cost estimates and keep accurate work records; make periodic reports; and maintain effective working relationships with others.

MICROPHOTOGRAPHER IV

1.240

Duties Summary:

Supervises and works with a small unit of lower level microphotographers and/or clerical personnel in the photographic reproduction of a variety of documents and records; and performs other related duties as assigned.

Distinguishing Characteristics:

Incumbents of this class are responsible for the supervision of a small unit of microphotographers and clerical personnel in the operation of rotary and/or planetary microfilm cameras and related equipment for the photographic reproduction of legal documents, drawings, maps, records and similar material. Supervision received is generally administrative in nature, with technical aspects of the work usually accepted without review; problems relating to policy, budgetary and controversial matters are referred to superior. Person-to-person work relationships are more extensive than at the previous levels, and may involve contact with personnel from other departments and agencies, with representatives from industry and the public to secure or give information regarding the work of the unit.

Examples of Duties:

Supervises a small unit of microphotographers and clerical personnel engaged in the operation of microfilm cameras, and related equipment, in the photographic reproduction of a variety of documents and records and in the labeling and storage of microfilm; plans work schedules, makes work assignments and reviews work of subordinate personnel; trains subordinates in the operation, adjustment and minor repair of the various types of microfilm cameras and auxiliary equipment; inspects and splices when necessary, processed original and duplicate microfilms; tests, services and makes minor repairs and/or adjustments to microfilm cameras and auxiliary equipment; sets up and maintains records control system; makes job cost estimates,

keeps production and cost records and makes periodic reports; performs such personnel management functions for the unit as initiating requests for personnel actions, approving requests for leave, evaluating employee performance and handling disciplinary problems.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the next lower level, this level requires: A good knowledge of all phases of microphotography; knowledge of the principles and practices of supervision; ability to operate, adjust and make minor repairs to any type of microfilm camera and auxiliary equipment; develop and implement operational procedures; train, supervise and direct the work of subordinate personnel; and prepare and maintain comprehensive records and reports.

MICROPHOTOGRAPHER V

1.241

Duties Summary:

Plans, directs and coordinates the activities of a microphotography section, including lower level microphotographers and clerical personnel engaged in operation of a variety of microfilm cameras and related equipment in the photographic reproduction of documents, manuscripts, maps, drawings, public records and similar material; and performs other related duties as assigned.

Distinguishing Characteristics:

A microphotographer at this level is responsible for the supervision of a group of lower level microphotographers and clerical personnel in the performance of a variety of moderately difficult microphotography functions and processes, involving the operation of a variety of microfilm cameras and related equipment, including large and complex planetary cameras (e.g., the 1088M), and working for a major portion of the time with archival documents requiring special precautions in handling, due to age and condition. The work involves a high level of technical skill and judgment in determining proper camera settings and adjustments, and determining causes of and correcting malfunctions of equipment. This level may involve extensive contacts with administrative and professional government personnel, with representatives of commercial microfilm processing laboratories, service technicians and others. An incumbent of this class typically works under the administrative supervision of an archivist or other administrative personnel, who holds the incumbent responsible for the technical adequacy of the microfilming operations, but is consulted on matters of policy, budget and broad objectives and in the case of unusual problems.

Examples of Duties:

Plans and directs the work of a group of lower level microphotographers and clerical personnel in the operation of a variety of microfilm cameras and auxiliary equipment (including large planetary cameras) in the photographic reproduction of archival records, including bound and unbound materials, newspapers, maps, plans, drawings and other documents, in the inspection and storage of microfilm, and the preparation and maintenance of related records and reports; estimates man-hours and job costs for various projects, and coordinates with other operating departments involved in the microfilming program; plans work schedules and procedures, and makes work assignments; conducts tests such as voltage, resolution and density to comply with established standards and procedures set up by the National Bureau of Standards for archival quality; determines lenses and reduction ratios for various jobs; inspects film, retakes, and finished work for compliance with established standards, procedures and quality, and supervises the destruction of original records after filming; requisitions supplies and maintains the inventory of supplies; resolves and isolates areas of probable cause of malfunctions of cameras and other microfilm equipment; makes minor repairs, and reports deficiencies or malfunctions to commercial service technicians when major repairs are required; performs personnel management functions such as planning and conducting on-the-job training of personnel, initiating requests for personnel actions; approving requests for leave, evaluating employee performance, and handling disciplinary problems; and prepares necessary reports and correspondence.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the next lower level, this level requires: A practical knowledge of the principles and terminology of optics and photography, the techniques and materials involved in film processing and reproduction of prints; general practical knowledge of the principles, practices, terminology and regulatory standards in archival work; ability to integrate and coordinate microphotography functions with other state programs and activities; ability to establish and maintain cooperative working relationships with administrative and technical personnel of this and other departments and agencies, and with commercial representatives.