

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

MICROFILM/SCANNING MACHINE OPERATOR

JOB DESCRIPTION

Employees in this job participate in the operation of scanning equipment and manual and computerized microfilm machines and equipment and perform related functions to provide imaging and/or microfilming services to state departments.

There are three classifications in this job.

Position Code Title – Microfilm/Scanning Machine Operator-E

Microfilm/Scanning Machine Operator 5

This is the entry level. The employee, under close supervision, performs a range of imaging and/or microfilming assignments in a learning capacity.

Microfilm/Scanning Machine Operator E6

This is the experienced level. The employee performs a full range of imaging and/or microfilming assignments. The employee exercises judgement in making decisions where alternatives are determined by established methods, guidelines and procedures.

Position Code Title – Microfilm/Scanning Machine Operator-A

Microfilm/Scanning Machine Operator 7

This is the advanced level. The employee at this level is independently responsible for the operation of a small microfilm substation, and may direct the work of one subordinate.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Converts paper documents into electronic images for storage and retrieval by scanning documents using an imaging system.

Operates planetary and rotary cameras.

Operates silver, diazo and vesicular duplicating equipment.

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Operates computer output microfilm printer.

Operates related microfilm processing equipment.

Duplicates microfilm for the security file.

Performs routine maintenance on imaging equipment or microfilm machine equipment.

Files microfilm and performs file searches.

Checks documents for correct dates and sequence numbers.

Develops microfilm.

Scans and edits film.

Encodes and photographs documents.

Obtains and dispenses information through the Law Enforcement Information Network.

Summarizes pertinent information from documents and types on master cards.

Performs related work as assigned.

Additional Job Duties

Microfilm/Scanning Machine Operator 7

Determines schedules and priorities.

Maintains operating schedules.

Inspects work for conformance with specifications and procedures.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the operation, adjustment, and maintenance of imaging and/or microfilm machines and equipment.

Knowledge of various microfilm sizes, types, and uses.

Knowledge of chemical solutions used in microfilm processing.

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Knowledge of microfilm types used in microfilm duplicators.

Ability to operate microfilm machines and equipment with speed and accuracy.

Ability to make minor repairs and adjustments to machines operated.

Ability to operate computerized office equipment such as scanners, microfilm machines, and readers.

Ability to compare names and numbers.

Ability to follow instructions.

Ability to do basic typing as needed for the work.

Additional Knowledge, Skills, and Abilities

Microfilm/Scanning Machine Operator 7

Ability to determine and maintain schedules and priorities.

Ability to inspect work for accuracy.

Working Conditions

None.

Physical Requirements

None.

Education

No specific amount is required.

Experience

Microfilm/Scanning Machine Operator 5

No specific type or amount is required.

Microfilm/Scanning Machine Operator E6

One year of experience in the operation of scanning and/or microfilm machines equivalent to a Microfilm/Scanning Machine Operator 5.

Microfilm/Scanning Machine Operator 7

Two years of experience in the operation of scanning and/or microfilm machines equivalent to a Microfilm/Scanning Machine Operator, including one year equivalent to a Microfilm/Scanning Machine Operator E 6.

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Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

MICFLMOPR

Job Code Description

Microfilm/Scanning Machine Operator

Position Title

Microfilm/Scnng Machine Opr-E

Microfilm/Scnng Machine Opr-A

Position Code

MCFLOPRE

MCFLOPRA

Pay Schedule

A31-002

A31-007

ECP Group 1
Revised 6/1/06
TeamLeaders