

LANCASTER COUNTY IMAGING SPECIALIST

NATURE OF WORK

This is responsible work relating to the use of microfilm equipment to provide records management and storage services.

Work involves planning, organizing and supervising all functions related to microfilming of records in a records management and storage services area under strict confidentiality requirements. Supervision is received from the Records Coordinator with work being reviewed in the form of reports, conferences and the effectiveness of the microfilm services provided.

EXAMPLES OF WORK PERFORMED

Instruct and supervise contracted staff in the use of microfilm equipment including camera, reader, reader/scanner, jacket reader/filler and densitometer; allocate work to optimize microfilming process.

Develop and implement procedures to ensure quality control in the microfilming process.

Direct preparation of and prepare documents for microfilming to include removing staples, arranging in order and writing identifying information on the documents.

Supervise the activities involved in microfilming and storing microfilmed documents.

Develop and duplicate all microfilm; edit all microfilm for correct targeting, density and resolution.

Supervise data entry activities and personnel involved in the data entry of information for microfilm indexes.

Plan and direct the transportation of documents to and from the microfilming operation.

Plan and direct the storage and disposition of records which have been microfilmed.

Confer with staff to resolve problems or initiate new procedures concerning the microfilming process.

Contact equipment companies for repair/maintenance of machines; ensure or maintain inventory control for the microfilming operation.

Send eligible microfilm to the State Archives; Locate, check out and deliver requested records to departments and agencies.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the procedures and methods utilized in maintaining a microfilming service.

Knowledge of modern office and microfilm equipment and supplies.

Ability to plan, organize and direct the operations of a microfilming service while utilizing a work force made up primarily composed of personnel with mental and physical disabilities.

Ability to perform heavy lifting.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with co-workers, contract personnel and the general public.

Ability to organize and maintain computerized and written records.

Skill in the operation of microfilm cameras, storage, index and/or retrieval equipment.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent with six months of experience in the microfilming of records, including six months of experience managing a micrographics operation; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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