

Wright State University
CLASSIFIED JOB SPECIFICATION
Micrographics Specialist

I. JOB INFORMATION

Job Title: Micrographics Specialist (CS 03)

Job Class: 21111 FLSA Status: Non-Exempt

II. JOB SUMMARY

Under general supervision, performs varied technical duties in the preservation, preparation and reproduction of records and other documents, including highly confidential materials. Assists in the receipt, transport, storage, retrieval, maintenance and destruction of records and other documents.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Operates microfilming and related machines including such equipment as micrographics cameras, film developer, microfilm processor, diazole fiche processor and developer, splicer, printers, chemical traps and waste systems.
- Sets up, calibrates and adjusts equipment for such things as lighting, size, clarity, and density. Following established procedures repairs and maintains the effectiveness and efficiency of the equipment.
- Sorts, organizes, sequences and otherwise prepares documents for microfilming.
- Performs film and fiche duplication according to established standards. Cuts and loads film cartridges, rolls or cassettes.
- Conducts quality control checks of work. Takes required action to meet established guidelines and regulations.
- Handles toxic chemicals used in micrographics processing and development.
- Locates, annotates, logs, receives, opens and inspects materials or boxes of documents for processing.
- Maintains various logs and reports regarding micrographics activities and status of projects.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

Two years of post- secondary education and six months of (FT) related work experience OR, a high school diploma or GED and two years of (FT) related experience. Experience in the operation of equipment used in micrographics production work. Excellent reading skills. Strong interpersonal skills. Ability to calculate basic math.

V. WORKING CONDITIONS

Conditions may require walking, stooping, pushing, pulling, lifting (less than or equal to 40 pounds), bending, handling equipment and materials. There are conditions, equipment and materials, present which require proper handling to ensure safety. Exposure to toxic chemicals used in micrographics processing and development.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

None

VIII. JOB SERIES

21100

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.