CLASS SPECIFICATION

IMAGING EQUIPMENT TECHNICIAN TRAINEE

DEFINITION

Under general supervision, operates a variety of microfilming, imaging, and related equipment; prepares records and documents for microfilming and scanning; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Demonstrated ability to read and write.

LICENSE OR CERTIFICATE

None.

DISTINGUISHING CHARACTERISTICS

This is the entry and trainee level classification in the Imaging Technician class series which provides for progression to the next level in the series upon meeting the requirements of the class and recommendation of the appointing authority. Imaging Equipment Technician Trainee is distinguished from Imaging Equipment Technician I by the fact that incumbents perform a more limited range of assignments under closer supervision. If the requisite proficiency is not demonstrated during the probationary period an incumbent will not be retained, but will return to his/her former status.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Prepare documents for microfilming/scanning by removing staples, paper clips and fasteners, repairing torn or bent documents, so that equipment does not jam or become damaged; verify proper order and sequence and establish an index of contents for documents to be filmed.

Set-up cameras and scanners, setting document alignment, programming options and adjusting exposure on basis of paper reflection characteristics, making other adjustments and settings as indicated by type and size of document; check and ensure equipment is working properly to allow microfilming/scanning without error.

Feed documents through equipment, checking document identification for accuracy and completeness, according to established indexing plan, to produce quality microfilm/fiche/scanned records of county archive documents. Develop film produced with rotary camera to create a quality finished microfilm product.

Inspect developed film prior to duplication for alignment, density, legibility and accuracy of image; splice and replace poor images or damaged film to produce a readable finished microfilm product.

Perform routine maintenance of camera/scanner including cleaning and establishing set-up; run tests of equipment.

Perform microfilm support duties such as type cartridge/microfiche labels and jackets; complete related activity reports; prepare filmed documents for Records Retention; store microfilm/microfiche originals according to established sequence to assure an efficient operation.
May perform a variety of office duties such as answering telephones and taking messages.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**
A variety of complex equipment such as microfilm processor, cameras, reader printers, jacket loaders, document and microfilm scanners, and related equipment.

Departmental/division policies and procedures.

Proper use of materials and supplies

**Ability to:**
Operate a variety of microfilm cameras and scanning equipment utilized by Washoe County.

Perform routine maintenance on microfilming, scanning and related equipment.

Maintain accurate filing and indexing systems.

Maintain confidentiality of documents handled.

Make equipment corrections and adjustments

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

**Knowledge of:**
Safe work practices.

Filing methods.

**Ability to:**
Make simple equipment corrections and adjustments.

Meet deadlines.

Follow written and oral instructions.

Read at the level required for successful job performance.

Communicate orally in a clear, concise manner.

Establish and maintain effective working relationships with department staff, and representatives of other departments.

**SPECIAL REQUIREMENTS**
*Essential duties require the following physical skills and work environment.*

Ability to sit for extended periods. Ability to frequently stand, walk, stoop, and kneel. Ability to lift and move objects weighing up to 50 lbs. Corrected vision to normal range. Ability to distinguish basic colors and shades of colors. Ability to use microfilm and imaging equipment and related equipment. Ability to work with chemicals used in microfilming work. Ability to work with machinery with moving parts.
This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.

Approved WERCCS Job Evaluation Committee Date January 2003