

July 1, 1999

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **MICROGRAPHICS CLERK**

##### **DEFINITION:**

Under general supervision to operate a variety of microfilm equipment and related photocopy equipment used in producing copies of legal documents, maps, plans and other printed material; and to perform related work.

##### **\* EXAMPLES OF DUTIES:**

- Operates a variety of microfilm equipment including, but not limited to cameras, reader-printers, splicers, duplicators, cartridge loaders and related equipment;
- Maintains and makes minor repairs to equipment;
- Prepares documents by removing staples, clips and indexing pages;
- Microfilms a wide variety of printed materials including legal documents;
- Logs and indexes film on computer;
- Verifies film after processing by checking quality control for density and resolution using a densitometer and microscope;
- Maintains supplies and checks stocks.

##### **MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year of clerical experience including six months in the operation of microfilm and photocopy equipment including cameras, printers, duplicators and related equipment; **OR** possession of a certificate of course completion in Microfilm Technology or as a Micrographics Technician issued by a recognized university or college.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.