



**Job Title:**                    **Microimaging Technician**

## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:**            Nonexempt  
**Reports to:**             Appropriate Supervisor or Designee  
**Supervises:**           Appropriate Staff as required  
**Pay Grade:**             Educational Support – 16

**APPROVED**  
**ESCAMBIA COUNTY SCHOOL BOARD**

**JUNE 20, 2017**

**MALCOLM THOMAS, SUPERINTENDENT**  
**VERIFIED BY RECORDING SECRETARY**

## **JOB SUMMARY**

The purpose of this position is to perform skilled microfilming duties in the reproduction of confidential and public documents on record.

## **ESSENTIAL JOB FUNCTIONS**

- Responds to school staff, other agencies, and the general public for duplication, records, and documentation requests; provides transcripts as needed for individual or agency request.
- Works with and receives records from various county offices and prepares them for microfilming.
- Prepares documents of various sizes and shapes for microfilming and/or digital scanning.
- Operates microfilm and processing machines in the reproduction of official documents.
- Operates a personal computer utilizing an optical scanner to scan documents.
- Makes certified copies of documents such as transcripts, verification of birth dates, etc.
- Maintains and operates various pieces of microphotography equipment including optical storage and related equipment computer screens for the viewing of digital data, and on-line archival filing systems.
- Maintains work schedule for accomplishing the work assigned to the unit. Inspects processed film for quality and schedules retakes as necessary.
- Conforms to safety standards as prescribed.
- Performs other duties as assigned.

## **MINIMUM REQUIREMENTS**

- High school diploma or equivalent.
- Two (2) years of experience in the operation of microimaging, microphotography, and duplication equipment.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of photographic procedures in preparing certified documents.
- Requires the ability to display knowledge of photographic processes and equipment as related to microfilming and microphotography equipment techniques.
- Requires the ability to display knowledge of applied chemicals and their use in film processing.
- Requires the ability to display knowledge of techniques of preparing documents for microfilming.
- Requires the ability to display knowledge of techniques in operating an on-line archival filing system.
- Requires the ability to display knowledge of operation, adjustment, preventive maintenance, and minor repair of microfilm, microfiche, and related microimaging equipment.
- Requires the ability to display knowledge of methods in operating optical storage and related equipment.
- Requires the ability to maintain quality and quantity production standards and the use and operation of microphotography equipment.
- Requires the ability to interpret, apply, and explain applicable codes and regulations.

**PHYSICAL DEMANDS**

Maintaining quality and quantity production standards and the use and operation of microphotography equipment. Safely operating, adjusting, and performing preventive maintenance and minor repair to a variety of microimaging equipment. Interpreting, applying, and explaining applicable codes and regulations. Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: crawling, crouching, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, stooping, talking, and visual acuity.

**WORKING CONDITIONS**

Employees in this position work in a relatively safe, secure, and stable work environment.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**