

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **MICROFILM PROCESSOR**

Spec No. 6137

### **BASIC FUNCTION**

To operate and perform in-house maintenance on all related equipment used in the microfilming and film processing and duplicating functions for the micrographics unit.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Prepares film processor for operation and warm-up; loads reels of exposed film; monitors density of film as it emerges; adjusts speed setting to desired density; logs density and resolution values; cools and drains processor; cleans all tanks and film transport units; changes and/or replenishes chemicals.
2. Films project files with microfilm strip camera; removes microfiche envelope from file and films file; inserts film strips in jackets; inspects, counts, and records number of images, strips and microfiche; maintains cleanliness of camera platen and lens; loads film reels; changes chemistry; cleans trays and film transport weekly.
3. Prepares diazo duplicator for operation; loads master diazo film reel; warms up unit; monitors and replenishes chemicals; cleans roller surfaces; loads 100 foot reels of 16 mm silver master film; monitors output quality; logs output quantity and delivers to quality control person; maintains quality standards.
4. Prepares files for filming projects; files in proper order, removes staples and duplicate documents; uses copier to make identifying flashers; numbers and inserts flashers and microfiche envelopes; identifies and removes maps and oversized documents for separate filming on appropriate camera.
5. Maintains and repairs film processor, duplicator, and strip camera; performs preventive maintenance, cleaning and operational checks; troubleshoots and diagnoses problems; consults with vendors as needed; orders and replaces parts.
6. Films maps, drawings and oversized documents using a self processing aperture card camera; removes film chips from cards and inserts into appropriate microfiche jackets.
7. Indexes microfiche, types and films master index page indicating missing documents, appropriate sorting or grouping and counting; types and inserts index cards; places project in security file cabinet; delivers diazo microfiche file to client and updates fiche as required.
8. Types microfiche headers identifying agency, department, project name, file number and microfiche page number.
9. Delivers and picks up records for county departments as required.

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### **STATEMENT OF OTHER JOB DUTIES**

10. May perform all the duties of a Microfilm Technician as required.

11. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

One (1) year experience in micrographics camera work and photo lab technology; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### **SPECIAL REQUIREMENTS**

A valid Washington State Drivers License is required for employment.

Candidates for employment must successfully pass a background investigation, which includes fingerprinting.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- state laws, requirements and standards for the production of microfilm;
- office practices and procedures;
- principles of records management.

Ability to:

- process and duplicate 16mm microfilm;
- operate, perform maintenance and repair of film processor, diazo duplicator, and self-processing strip camera;
- operate and maintain microfilm cameras and related equipment;
- recognize and correct film problems, laboratory processing errors and minor equipment problems;
- communicate effectively both orally and in writing;
- establish and maintain effective work relationships with other county employees;
- plan and organize work with attention to detail;
- work with confidential and sensitive data with discretion;
- work independently with minimum supervision.

### **PHYSICAL EFFORT**

Employees are required to lift and carry boxes weighing up to fifty (50) pounds. Must be able to stand for long periods of time.

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### SUPERVISION

The employee reports to the Records Management Supervisor. The employee uses his/her own initiative in carrying out the assigned work. Work is reviewed through daily meetings.

### WORKING CONDITIONS

The work is performed in a combination storeroom and office environment with field contacts throughout Snohomish County. The employee is exposed to a variety of potential hazards such as photographic chemicals, systems cleaners, aqueous ammonia and vapors, associated with microfilming, film processing and duplicating functions.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: July 1990

Previous Spec No.760828

Revised: June 2005.

EEO Category: 6 – Administrative Support

Pay Grade: 306 – Clerical Pay Plan

Workers Comp: 1501 Hazardous