

MICROFILM AIDE

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class performs routine manual work involving the feeding of documents into a photo-printer machine for filming and copying. These duties also involve copying documents. Works under direct supervision of the Microfilm Technician.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Inserts documents to be filmed and copied into photo-printer machine;
- Recopies documents when printout is of poor quality;
- Removes and stacks copies in proper sequence;
- Keeps and maintains original documents in proper numerical order;
- Cleans and maintains work area around machine;
- Enters and retrieves information in an automated information system;
- Performs related work as required.
- Clerical Duties, answering phones, bookkeeping, receptionist and search room duties when required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Ability to follow simple oral and written instructions;
- Willingness to perform routine, manual and repetitive tasks;
- Ability to acquire familiarity with the use and operation of microfilm equipment;
- Ability to get along with others;
- Thoroughness;
- Neatness;
- Accuracy;
- Good physical condition;
- Strong Computer skills and programs and knowledgeable about office equipment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.