

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
MICROGRAPHICS CLERK - 1617

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 Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time 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.**