

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: MICROGRAPHIC SUPERVISOR
DEPARTMENT: ASSESSOR/CLERK/RECORDER
REPORTS TO: ASSESSOR/CLERK/RECORDER

CLASS CODE: 04734
FLSA STATUS: N
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Supervises and performs micrographics and imaging functions including: filming and scanning documents; generating reports; and maintaining film and all equipment.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Plans, organizes, assigns, reviews, and controls work production and activities, to include procedures, allocation of resources, problem resolution, and training of employees.

Provides information, advice, feedback, or assistance to others within the department to refine work outputs or resolve problems.

Ensures quality standards and compliance with regulations are maintained.

Monitors productivity/work flow and resolves problems to ensure deadlines are met.

Performs microfilming/imaging functions including: checking documents for clarity and order; filming and scanning a variety of documents; removing film from and inserting film into cameras; splicing film; generating reports; mixing chemicals and monitoring film used in equipment; entering account information, monitoring balances and notifying customers; sending film to storage/archives; cleaning and maintaining equipment; requesting services for equipment; and maintaining all related supplies.

Assists customers and co-workers in searching for and copying information

Researches and corrects errors.

Enters and retrieves information from a computer terminal; uses the computer system to retrieve a variety of daily, monthly and yearly reports.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal	Microfilm Camera	Developer
General Office Equipment	Duplicator	Reader Printer
Film Jacketer	Microfiche Printer	Microfilm Developer
Developer and Fixer Chemicals	Neutralizer	Typewriter
Film Cleaner	Densichron	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and,

One to two years of progressively responsible experience performing microfilming/imaging functions; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Microfilming/imaging techniques, equipment and terminology.

Policies and procedures, codes, ordinances and departmental operating standards in assigned department.

Record keeping, report preparation, filing methods and records management techniques.

Applicable state, federal and local ordinances, laws, rules and regulations.

Methods and techniques of research.

All computer applications and hardware related to performance of the essential functions of the job.

Customer service techniques.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

General office procedures, policies and practices, as well as knowledge of computer and other general office equipment.

Standard business arithmetic, including percentages and decimals.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Operating microfilm/imaging equipment.

Preparing clear and concise reports, correspondence and other written materials.

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Using a computer terminal to accurately and rapidly enter and retrieve data and information.

Communicating clearly and effectively, both orally and in writing.

The use of a typewriter and/or word processing software and equipment.

Operating and routine maintenance of general office machines such as copiers, facsimile machines (FAX), and telephone systems.

Mental and Physical Abilities:

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
Ability to interpret a variety of instructions in written, oral, diagram or schedule form.

Ability to read and comprehend instructions, routine correspondence and memos.

Ability to establish and maintain effective working relationships with others.

Ability to deal with problems involving several concrete variables in standardized situations.

While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 10 pounds.

Working Conditions:

Work is performed in a normal office environment with exposure to fumes, noxious odors, hazardous chemicals and moving mechanical parts of equipment, tools or machinery associated with microfilming/imaging.

The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.