

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

MICROPHOTOGRAPHER--REFERENCE TECHNICIAN

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Three (3) years clerical or microfilming experience.
- Proficiency in use of technical and microfilming equipment and knowledge of computer applications as related to departmental job functions.

REPORTS TO Supervisor Of Information Services Support **SUPERVISES** No supervisory duties

POSITION GOAL

To support the District records management function.

PERFORMANCE RESPONSIBILITIES

1. * Assist district- and school-based personnel with organizing their records in preparation for microfilming and/or destruction.
2. * Organize and prepare student records for microfilming.
3. * Operate planetary and rotary microfilm equipment.
4. * Operate microfilm readers and reader printers.
5. * Perform and monitor quality control procedures to ensure records integrity during the preparation of the original documentation into the final microfilmed format.
6. * Respond to requests for records and complete related reporting forms/logs.
7. * Protect the confidentiality of pertinent records by ensuring that proper authorization requirements are met prior to the release of any restricted records.
8. * Maintain a printed index for microforms retrieval purposes.
9. * Assist with the preparation of documentation for the inventory, scheduling, and disposal of records.
10. * Perform general clerical duties.
11. * Conduct routine preventative maintenance of all microfilm equipment.
12. * Maintain adequate quantities of microfilming supplies to prevent the interruption of work flow.
13. Perform other duties as assigned by the Supervisor of Information Services Support.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
C-B \$23,901 - \$41,374
M-12 D-258 H-1935

POSITION CODES

PeopleSoft Position **TBA**
Personnel Category **14**
EEO-5 Line **44**

ADA CODES

2 **Sedentary**
3 **A / B**
4 **Indoors**

BOARD APPROVED

May 25, 1993