

ENGINEERING RECORDS SUPERVISOR - 532

DEFINITION OF WORK

Under immediate supervision, performs difficult technical work microfilming official records; does related work as required.

EXAMPLES OF WORK

Photographs, documents and operates film developer; catalogues by date subject matter and other appropriate methods all microfilmed documents and stores films; locates documents on film reader and reproduces copies or provides information to authorized persons; receives documents, forms and other papers from other departments and stores until filmed or destroyed; destroys outdated films and documents on approval by shredding or burning; conducts record checks, authorizes permit issuance and provides prices; conducts records searches (titles, ownership, tax values, etc.); consolidates records.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a high school diploma supplemented by courses in photography or film developing and considerable experience in photography or microfilm work.

Knowledge, Skills and Abilities: Thorough knowledge of the maintenance and operation of microfilming equipment; thorough knowledge of cataloguing and filing procedures; thorough knowledge of departmental programs, policies and procedures; ability to quickly locate requested documents; ability to establish and maintain effective working relationships with associates and the general public.

