

**MONONA COUNTY
JOB DESCRIPTION**

Position: Microfilm Clerk **Reports to:** County Recorder
Department: Recorder **Revision date:** July 1993

GENERAL SUMMARY

Under general supervision, maintains county records and frees space for new files by microfilming and indexing outdated files from all county departments.

ESSENTIAL JOB DUTIES

Creates and processes microfilm copies of documents by sorting and condensing instruments into proper order, filming, processing film and preparing headings and labels. Proofreads microfilm using reader/printer to check for errors. Marks all film containers and stores in cabinets.

Develops and types microfilm indexes to ensure easy accessibility of files. Prepares indexes for departmental offices and main indexes for microfilm office. Store microfilm in cabinets according to indexing system. Wraps paper documents and places in storage for specified period of time.

Shreds paper documents that have been stored for an adequate length of time following microfilming.

Assists public and other county offices to find information on microfilm. Retrieve documents from microfilm and/or vault using computer or book indexes to locate document.

Performs various office duties as needed, such as assisting customers, answering telephone, picking up and handling incoming mail. Prepares and sends billing statements for microfilm services provided to local banks.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities and to possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job.

Knowledge of the proper procedure for preparing and filming documents and processing film.

Knowledge of mandated procedures for storing documents such as length of time paper copies must be retained following microfilming.

Knowledge of indexing systems used in the microfilm office.

Ability to sort documents into standard numerical and alphabetical order.

Ability to type labels, indexes and envelopes.

Ability to operate filming equipment such as prostar processor, planetary cameras, densitometer, and microfilm reader/printer.

Ability to proofread microfilm, recognize errors and determine readability of microfilm copy.

Ability to operate standard office equipment such as computer, typewriter, calculator and telephone.

Ability to move heavy boxes of documents, frequently weighing up to 50 pounds, occasionally weighing over 100 pounds from storage to office area.

Ability to climb, balance, stoop, crouch and reach in order to store and retrieve microfilmed documents in storage.

ENTRY REQUIREMENTS

High school diploma or ability to read and write at the high school level. Basic mechanical ability necessary. General knowledge of office procedures helpful.

WORK ENVIRONMENT

Works inside. Work is performed primarily while standing or sitting. Frequent exposure to noise, dust and odors is encountered in processing and storing microfilm.

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1. Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.
 2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
 3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
 4. The County reserves the right to change or reassign job duties, or combine positions at any time.