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NASSAU COUNTY**Title : PHOTOGRAPHIC MACHINE
OPERATOR****SCHOOL DISTRICTS****Code: 870025 6LF****CLASS SPECIFICATION****Page : 1 of 1****Competitive****GENERAL STATEMENT OF DUTIES**

Performs work in the reproduction of material using photostat, microfilm, and related equipment; performs related duties as required.

COMPLEXITY OF DUTIES

Under direct supervision, the duties involve the exercise of limited judgment.

TYPICAL DUTIES

- * 1. Sets up and operates photostat machines, microfilm cameras, and related equipment.
- * 2. Adjusts photostat machines to reproduce copies of varying size and shape, as required.
- * 3. Indexes documents for proper sequence and order prior to microfilming.
- * 4. Assists in developing and processing microfilm prints by fixing, washing, drying, trimming, and mounting.
- * 5. Assists in proofreading, splicing, editing, and labeling reproduced material.
- * 6. Trims finished prints to required size; punches holes in completed libers of photostat records.
- 7. Performs routine maintenance on machines and makes minor repairs.
- * 8. Maintains simple records.
- * 9. Picks up records to be microfilmed and delivers completed microfilmed records.

ESSENTIAL FUNCTIONS*FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Ability to use and operate photostat, microfilm, and related equipment.
2. Ability to understand and follow oral or written instructions.
3. Ability to maintain simple records.

MINIMUM QUALIFICATIONS**Training and Experience**

1. Graduation from high school;
or
2. Vocational training which included the use of photostat, microfilm, and/or related equipment;
or
3. Six months work experience which included operating photostat and microfilm equipment or similar photocopying machinery.

Necessary Special Requirement

Continuing possession of an appropriate class, valid Driver's License issued by the State of

New York, may be required.

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