

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

COMPUTER OUTPUT MICROFILM OPERATOR - LEAD Position Code: K2105

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, performs technical computer output microfilm functions as lead operator on a shift including responsibility for the activities of lower-level computer output microfilm operators; operates and monitors computer output microfilm equipment.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. As lead operator on a shift, coordinates the activities of lower-level computer output microfilm operators; responsible for maintaining work schedules and determining job priorities on the assigned shift.
2. Operates and monitors computer output microfilm recorders, roll-to-roll duplicators, single fiche duplicators, readers and inspection equipment, film cutters and peripheral equipment.
3. Determines problems with hardware and software of the Computer Output Microfilm recorders and may correct the errors, call a service engineer, or programmer. Notifies the micrographics manager regarding crisis situations that may arise in software, hardware or other operating routines.
4. Inspects input and output for errors; distinguishes between machine errors and program errors and takes corrective action.
5. Maintains liaison with computer output microfilm project coordinators in the various state agencies.
6. Recommends new and revised procedures and forms to improve operating efficiency; initiates necessary work control to expedite production.
7. Exercises responsibility for on-the-job training on the assigned shift.
8. Maintains film inventory records.
9. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years

COMPUTER OUTPUT MICROFILM OPERATOR LEAD (Continued)

high school and two years of computer operation experience preferably including one year in the operation of a computer output microfilm system.

Knowledge, Skills and Abilities

Requires extensive knowledge of computer output microfilm equipment and peripheral equipment.

Requires ability to operate computer output microfilm systems and to identify machine or program errors.

Requires ability to maintain detailed records and reports.

Requires ability to schedule and coordinate the activities of lower-level computer output microfilm operators.

Requires ability to train new or less experienced operators.

Requires ability to carry out complex written and oral instructions.

Requires ability to assign, coordinate and prioritize work in a computer output microfilm unit.

Approved by the Secretary of State Merit Commission - August 8, 1990
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