

# LEAD IMAGING TECHNICIAN

## DEFINITION

Under general supervision to operate microfilm and optical imaging equipment; to train, monitor, and assign work to others; and to do related work as required.

## EXAMPLES OF DUTIES

Microfilms and scans documents in accordance with established practices and procedures; prepares written documentation of practices and procedures; plans and implements various reduction, restoration, imaging and duplicating projects for the Register of Deeds office as well as other departments; trains, assigns, and monitors the work of other employees performing imaging technician duties; operates auxiliary equipment including scan stations, file server, juke box, microfilm processors, readers, and printers; reviews microfilm for quality, accuracy and defects; performs optical platter back up procedure; makes operating adjustments such as density and level of resolution, temperature, exposure time, etc; distributes, and files copies; maintains equipment by performing minor repairs and adjustments; replaces proper supplies as required; prepares formulated chemical solutions used in the copying process; maintains files and simple records; operates electric typewriters, data entry machines, word processing equipment, and personal computers; answers inquiries or refers to the proper official; develops spreadsheets, databases and reports as needed for office record keeping, responsible for record management at county storage facility; may assist in other routine clerical operations as necessary.

## EMPLOYMENT STANDARDS

Education and Experience: Must be able to read and write and have any combination of training and experience equivalent to one year of experience operating microfilm cameras, microfilm processors, and microfiche readers/duplicators, or equivalent darkroom experience, and one year of experience operating optical imaging or geographic information system equipment. Experience with real estate documents is preferred.

Knowledges and Abilities: Knowledge of the operation, adjustment and care of microfilm and photocopy equipment; knowledge of optical imaging systems, hardware and software; knowledge of modern office procedures and practices; ability to operate microfilm machines and optical imaging equipment; ability to exercise a limited degree of judgment and to perform duties without error; ability to make adjustments and minor repairs to equipment; ability to prepare standard chemical solutions used in process; ability to spell and use correct grammar; ability to make simple arithmetic calculations with accuracy; ability to maintain simple records; ability to operate standard office machines; ability to maintain effective relationships with other employees and the public; ability to type neatly and accurately.