

Job Class Profile: Micrographic Technician III**Pay Level: CG-26 Point Band: 490-533**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	3	3	4	4	2	3	2	3	5	
Points	140	50	25	19	60	65	41	64	54	518

JOB SUMMARY

The Micrographic Technician III plans, directs and organizes the day to day activities of employees engaged in the micrographic processing, filming, duplicating and digitizing of records.

Key and Periodic Activities

- Sets up and cleans rotary cameras.
- Loads film into camera.
- Films 1500 roll documents.
- Unloads camera.
- Processes film.
- Reviews documents and compares to hard copy.
- Plans and assigns work to lower level Micrographic Technician positions.
- Thoroughly cleans film processor.

SKILL**Knowledge****General and Specific Knowledge:**

- Knowledge of micrographic and scanning applications.

Formal Education and/or Certification(s):

- Minimum: High school diploma supplemented by courses in various aspects of micrographics.

Years of Experience:

- Minimum: 6 to 7 years of related work experience.

Interpersonal Skills

- A range of interpersonal skills are used to: listen to information from people; ask questions to get information and to provide information and direction to others; promote the service; instruct others to complete work assignments; and coach and provide training.
- Communications occur with government registries, archives and other clients of the service to ask questions and obtain clarification on requests, and with salespersons regarding new

advancements in the area.

EFFORT

Physical Effort

- The demands of work at times result in fatigue requiring periods of rest and the need for strength and endurance.
- Work requires carrying and moving chemicals, stock supplies and file boxes weighing up to 50lbs., and occasionally these items may surpass 50lbs.
- Work requires awkward or cramped positions or body movements while operating the equipment.
- Tasks require using equipment that requires controlled movement and that requires rapid physical movement and reflexes. There is also a regular requirement for fine finger or precision work and the requirement to maintain physical balance.
- Regular body postures of sitting, standing, walking and climbing is also a requirement of the job.

Concentration

- **Visual** concentration and **eye/hand coordination** is a constant requirement while operating the micrographic equipment
- When interacting with others, either in person or by telephone, **auditory** concentration is increased due to noise level in the area from equipment.
- The constant repetitive nature of using hand and body movements while microfilming, duplicating, scanning, etc. requires **alertness and attention** to details.
- **Higher levels of attentiveness and alertness** are required while using hazardous chemicals to ensure the gas levels do not leak into the office environment.

Complexity

- Work involves a series of tasks or activities that are similar in terms of the skills and knowledge used and where the tasks are usually well defined.
- The most typical challenge is determining a client's needs and following the processing required.
- Industry providers and the internet are often used for direction and assistance.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are highly monitored or controlled.
- Without formal approval can order office and micrographic supplies, delegate projects to staff and initially review leave requests.
- New software, machinery or larger office expenditures require supervisory approval.
- Can exercise some discretion when determining the accessibility of highly confidential files to area staff.
- The manager is available to ensure process is appropriate.

Impact

- Work generally impacts the immediate work area and clients.
- Work activities impact on resources such as materials, finances, human resources and equipment.
- Records received have to be reviewed image by image against the hard copies after being scanned, filmed or duplicated. Errors would result in incomplete files and lost time to reprocess.
- Consequence of errors is directly felt internal to the department and to the various clients throughout government.

Development and Leadership of Others

- There is a fulltime responsibility to coordinate the work of a small group of employees including delegating and allocating tasks, reviewing work upon completion and resolving problems pertaining to equipment and work in progress.
- Also provides on-the-job training, advice/guidance, direction and feedback and acts as a technical mentor to staff.

WORKING CONDITIONS**Environmental Working Conditions**

- Requires special precautions such as protective clothing, eyewear and full face mask as work includes exposure to a wide variety of chemical compounds.
- The likelihood of injury or occupational illness is limited if normal precautions are followed.
- There is constant exposure to unusual/distracting noise, dirt, dust, hazardous chemicals, toxic or poisonous substances and odours and occasionally exposure to glare, fumes, limited ventilation and limited lighting.