



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code: 8623

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**MICROFILM SPECIALIST**

GRADE D\*

**SCOPE OF WORK:**

Work involves providing micrographic services for state agencies, counties, cities, citizens and other interested persons and organizations.

**DUTIES PERFORMED:**

- Sort and inventory documents, prepare documents for microfilming.
- Microfilm various documents; operate film processor by maintaining proper chemical levels, feed rate, replenishment rate and water temperature
- Prepare microforms for processing by determining the proper order of film cartridges to be processed.
- Ensure that quality of film complies with applicable standards according to North Dakota Century Code 54-46.1 and American National Standards Institute.
- Operate processor by maintaining proper chemical levels, feed rate, replenishment rate, and water temperature; clean and maintain processor, duplicator, and other equipment.
- Create duplicate microfilm as required for staff and public orders; produce and duplicate microfiche.
- Meet with customers to discuss projects, review records, and analyze job requirements; determine appropriate format.
- Prepare billings, storage logs, maintenance and supply sheets; maintain supply inventory at appropriate levels.
- Maintain inventory of original microfilm and microfiche within the State Archives; keep appropriate records and reports.
- Clean, service, troubleshoot and repair the various equipment which includes microfilm camera, duplicators, reader-printers, readers, document and film scanners and associated controlling and capturing equipment.
- Schedule preventive maintenance and repair services for equipment; perform minor repairs with vendor assistance.
- Operate scanner to capture images, write images to microfilm, produce electronic or print copy for customers.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**MINIMUM QUALIFICATIONS:**

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ND Class Description  
Microfilm Specialist

Requires a high school diploma or GED and two years of work experience that provided a working knowledge of microfilm processing.

Eff. Date: 12/87

Deleted: 03/02

Rev: 11/02

Rev: 2/06 - revised scope and duties

Rev: 07/12 – Conversion to Hay System; \*Pay Grade Exception assigned 7/12; NDAC  
4-07-04-11 & 4-07-04-12