

## The Maryland-National Capital Park and Planning Commission

TITLE: Records Management Aide  
SERIES: General Administrative

GRADE: C04 CODE: 2347  
DATE: 4/11/89

### Class Definition

Under general supervision, performs a variety of technical microfilming work, involving moderate responsibility, complexity, and variety. Performs little administrative work. Performs other related duties as assigned.

### Examples of Important Duties

1. Operates microfilming cameras/processors and other similar equipment. May exercise independent judgement in arranging formats and layouts of projects. Follows job specifications to insure good quality control.
2. Instructs users in proper micrographics use; provides orientation and demonstrations.
3. Sets up accessory units on cameras according to reductions, filming mode, and other requirements specified on work orders.
4. Develops microfilm on automatic film processor with conventional chemistry.
5. Repairs and maintains equipment; drains, disassembles, and thoroughly cleans film processors, inspects the conditions of the rollers, other moving parts, and tubing, replaces sponges.
6. Edits film by using a viewer.
7. Strips roll film into microfiche, loads microfiche jackets.
8. Operates diazo duplicator, adjusts ammonia flow and temperature settings.

### Important Worker Characteristics

- A. Knowledge of (1) Commission activities;\* (2) Commission organization;\* (3) Commission policies and procedures;\* (4) office practices.
- B. Skill in operation of (1) micrographic equipment;\* (2) photocopier;\* (3) photographic equipment.

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**Important Worker Characteristics** (Cont'd)

\* Developed primarily after employment in this job class.

- C. Ability to (1) follow directions; (2) understand a system of procedures; (3) perform simple arithmetic; (4) read routine reports and correspondence; (5) use proper spelling, punctuation, and grammar; (6) proofread typed materials; (7) write legibly; (8) speak clearly; (9) work well with others.

**Minimum Qualifications**

1. High school graduation, or GED; and two years of general office work; or an equivalent combination of education and experience.
2. Some experience in operating photographic equipment.

**Working Conditions**

Works in office. Moderate pressure to meet deadlines.