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Micrographics Technician

JOB CODE	JOB FAMILY	PROFILE
JCV119	**Business Services & Support**	**Micrographics Technician**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$15.55 - $20.01**	**August 18, 2026**

The Micrographics Technician, under supervision, operates micrographics/scanning equipment and performs clerical support functions as needed.

Job Description

DUTIES AND RESPONSIBILITIES

- Performs records management and micrographics/scanning services for County departments.
- Responds to requests for files or record retrieval.
- Participates in developing, duplicating, printing, verifying, labeling, and editing microfilm or scanned files.
- Processes/scans documents and inspects final products to assure quality control.
- Indexes microfilmed or scanned records and related documents and organizes their storage.
- Maintains a production log.
- Perform routine maintenance on equipment.
- May perform data entry and clerical support functions.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- High school graduate or GED.
- Two (2) years of related experience and/or technical training.
- Knowledge of records management; microfilming and/or scanning procedures.
- Ability to operate micrographics/scanning equipment as well as a variety of computer/office equipment.
- Ability to follow both oral and written instructions.
- Ability to communicate in oral and written English.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Duties are performed indoors. Indoor duties are performed in a temperature-controlled environment. Indoor duties are performed on an even surface, which may be carpeted, tiled, or concrete.
- Worker is exposed to printer/copier ink and materials required for standard office equipment.

EQUIPMENT, TOOLS, AND MATERIALS

- Worker handles various paperwork, files and reports when performing administrative duties and daily log keeping. Employee handles portable file boxes, fax machine, telephone, and vacuum cleaner. Worker handles volumes of paper documents in the performance of essential duties. Worker microfilm/microfiche reader, printer, duplifiche printer, microfilmer, and other related equipment.

NOTE

- You are not required to disclose information about physical or mental limitations that you believe will not interfere with your ability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

MENTAL FUNCTIONS

- Must be able to ask questions of supervisor and be able to listen to and follow verbal directions in English.
- Must be able to understand and follow written directions in English.
- Must be able to give and receive verbal and written directions in English.
- Must be able to speak and write clearly in order to communicate information essential to the performance of duties.
- Must be able to read, understand and apply knowledge of records management and microfilming/scanning procedures.
- Must be able to apply knowledge of tools, machines, materials and methods used in developing, duplicating, printing, verifying, labeling, and editing microfilm or scanned computer files.
- Must be able to work and communicate effectively with County co-workers in a variety of situations.
- Must be able to read, understand and apply knowledge gained in usage of computer/scanning equipment.
- Must be able to write technical reports and maintain daily work logs.

PHYSICAL FUNCTIONS

- Must be able to stand/walk for at least eight (8) hours per day. Employee may be able to sit up to two (2) hours per day with intermittent breaks at some workstations.
- Must be able to kneel and crouch for short periods of time as needed on a frequent basis when retrieving files or folders from ground level.
- Must be able to bend at the waist and twist/rotate waist as needed on a frequent basis when operating micrographic/scanning equipment.
- Must be able to work with arms extended on a constant basis while operating micrographics/scanning equipment.
- Must be able to work with arms bent on a frequent basis while operating micrographic/scanning equipment.
- Must be able to push/pull with arms with an estimated force of 40 pounds when moving portable file boxes.
- Must be able to lift up to an estimated 65 pounds as needed.
- Must be able to use hands and fingers to grasp/manipulate equipment in a bilaterally coordinated manner when performing essential duties.
- Must be able to use finger dexterity in the use of the above-mentioned machines and equipment.

- Must be able to coordinate the use of hands and eyes in the performance of essential duties when processing and inspecting final product to assure quality control.
- Must have sufficient eyesight to perform duties described above.
- Must be able to use legs and feet to stand, walk, or climb and descend stairs or step stool as needed.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.