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Micrographics/Imaging Technician

JOB CODE	JOB FAMILY	PROFILE
JCV222	**Business Services & Support**	**Micrographics/Imaging Technician**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$17.41 - $22.40**	**April 10, 2026**

The Micrographics/Imaging Technician, under assigned supervisor, performs scanning/imaging/microfilming activities, including document conversion and storage of records for Bernalillo County.

Job Description

DUTIES AND RESPONSIBILITIES

- Prepares all requests for document conversion and storage of records; works with appropriate departments on assigned record requests.
- Scans, images, and/or microfilm documents received from County departments.
- Prepares all documents for micrographic/imaging process.
- Maintains an inventory of supplies in support of micro-graphics and scanning materials.
- Assists with the off-site record center, including maintenance of all documents and files.
- Responds to questions concerning the filing system and the status of records and documents.
- Coordinates with supervisor for assignment of activities and projects; monitors workflow, methods, and procedures to identify and resolve concerns.
- Participates in the department's goals, objectives, policies and procedures, to include recommendations.

- Assists in maintaining the scanning/imaging and related equipment in proper operative order, and ensures that repairs are made and adjustments are performed as required.
- Distributes finished product(s) to appropriate departments and personnel.
- Performs other job-related duties as required or assigned.
- *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 diploma or GED.
- Five (5) years of experience and/or technical training in microfilm, scanning/imaging or record management operations.

*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 in an even surface, which may be carpeted, tiled, or concrete.

EQUIPMENT, TOOLS, AND MATERIALS

- Worker handles various paperwork, writing utensils, files and reports when performing administrative duties and daily log keeping.
- Employee handles portable file boxes, fax machine, telephone, and vacuum cleaner.

- Worker handles microfiche jackets and film in the performance of essential duties.
- Worker handles high speed and flatbed scanners, microfiche reader/printer, film inspection station, microfilmer and various other cameras.

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 FUNCTION

- 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 photography, principles and practices of records management and microfilming, and darkroom procedures.
- Must be able to apply knowledge of tools, machines, materials and methods used in developing, duplicating, splicing, printing, verifying, labeling, and editing microfilm.
- 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 ANSI Standards Manual.
- 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 micro-graphics equipment.
- Must be able to work with arms extended on a constant basis while operating micro-graphics equipment.
- Must be able to work with arms bent on a frequent basis while operating micrographic 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.