



JOB DESCRIPTION

Salary Grade: 3 CUPE 1328

Job Title:
HR Microfiche Clerk

PRIMARY FUNCTION

To create and maintain Human Resources microfiche records pertaining to all teaching and administrative staff.

MAIN RESPONSIBILITIES

1. Micorfiches both active and retired personnel files, and updates microfiched personnel records, by:
 - receiving documents and sorting alphabetically and by date
 - microfiching original documents in correct sequence
 - keyboarding colour coded labels for fiche according to positions (e.g. regular teacher, heritage language teacher, psychometrician, etc.) when filming new appointments
 - filming new appointments in duplicate, which is updated for 2 years after the initial processing date
 - voiding earlier documents on fiche when filming updates
 - ensuring that quality of reproduction and condition of film is in good order
 - sending duplicate copies of fiche for safe storage in the warehouse
2. Provides both microfiche and paper copies of fiched material when requested, by:
 - looking in various records for information (e.g. S.I.N. Number, personal data) missing from a request for a copy
 - making a microfiche copy using a developer
 - making a paper copy from original fiche using the record viewer/printer

3. Maintains equipment such as Record Processor, Micro Printer, Micro Developer, Record Viewer/Printer and Photocopier, by:
 - replenishing toner as required
 - ensuring sufficient chemicals and other reproduction supplies are ordered and maintained
 - troubleshooting faults in equipment to avoid service calls (e.g. fiche won't load, "re-add" fault light is malfunctioning)
 - keeping the imaging glass surface clean
 - replacing bulbs for Record Viewer/Printer and Viewers as required.
4. Performs other duties as assigned or required.

SKILL

- Secondary School Diploma or equivalent
- 6 – 12 months related experience

EFFORT

- Complexity of the job is in locating files/fiche when insufficient or incorrect information is given. The heavy volume of material requires that priorities are set in maintaining records.
- Visual concentration is essential when filming to ensure accuracy. Finger dexterity and visual effort is required in handling and producing good quality fiche. Physical concentration when using equipment, i.e. microfiche viewer, microfiche record processor, microfiche developer, and microfiche hardcopy printer.

RESPONSIBILITY

- Independence of action in setting up work schedule to ensure maintenance of records
- Training and instructing of temporary staff is required on a regular basis. Determines the maintenance schedule of equipment. Confidentiality of all records must be maintained.
- Inaccurate or incomplete microficheing of records results in correct updates.
- Contacts with department staff in performance of duties, other contacts are related to servicing the machines every two weeks, and locating information for the Board auditors once a year.

WORKING CONDITIONS

- Required to replenish toner in Viewer/Printer each month or as needed.
- Required to work daily in a crowded area, with lack of adequate ventilation. Constant humming sound emanating from microprocessor and developer, as well

as flashes of light when using microprocessor. Need to use safety precautions when using microfiche developer to avoid the ultraviolet light.

- Interruptions caused daily by requests for fiche copies or paper copies of documents stored on the original fiche.