

**MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION**

FILM INSPECTOR

Works under direction to inspect and make minor repair of film circulated from the Instructional Media Center.

DUTIES AND RESPONSIBILITIES:

1. Operates manual or an electronic film checker to light check film for damage, mounts, reels, verifies identification, inspects leader for length and condition, advances film inspecting for defects and making repairs as required.
2. Receives new films, enters them into inventory, attaches lead and tail, numbers and letters identification, and files to proper storage location.
3. Assist with inventories as required, requests supplies and equipment needed for inspection operations.
4. Performs minor repairs to inspection machines, splicers and rewind motors; maintains work and storage areas in a neat, clean and safe manner.
5. Performs other duties as assigned requiring essentially the same effort, skill and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS:

Education: No specific educational requirements.

Experience: Experience gained through job training or on work related to job training up to and including three months.