

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Photo Technician II

Class Code: 4212

Pay Grade: 404

GENERAL CLASS DESCRIPTION:

Under direct supervision, performs work involving printing, copying, and processing black and white color film.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Processes black and white and color roll and sheet film using automatic film processing equipment.
2. Produces quality photo prints, exposes and develops prints using a variety of photographic paper and several types of enlargers.
3. Produces positives for diazo printing and operates diazo machine.
4. Prepares photos for delivery by trimming, spotting, mounting, and assembling orders.
5. Assists in all finishing operations.
6. Assists in maintenance of photo finishing equipment.
7. Mixes necessary chemicals as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to communicate effectively with others.
2. Ability to interpret and follow oral and written instructions.
3. Knowledge of equipment and techniques used in photographic development.
4. Skill in operating office equipment.
5. Ability to mix chemicals safely according to instructions.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

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MINIMUM ELIGIBILITY REQUIREMENTS:

1. Six months photographic processing experience as a Photo Technician I, or equivalent, or
2. Any combination of technical training and equivalent experience which totals six months.

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REVISION EFFECTIVE: October 1, 2009