

**MISSISSIPPI DEPARTMENT OF ARCHIVES & HISTORY**  
**Archives and Records Services Division – Image/Sound Section**

**Optical Imaging Operator**

**Starting annual salary: \$24,664.30 plus benefits**

**Deadline for receiving applications: May 28, 2014**

**Responsibilities**

This technical work will involve operating an imaging workstation that consists of an Epson 10000 XL, a microfilm scanner, and a Zeutschel OS 11000; scanning fragile historical documents, maps and photographs; and managing the daily activities and deadlines for the workstation. Examples of work include but are not limited to the following: manage the electronic folder through scanning, image verification, storing, document maintenance and retrieval of imaged documents or objects; operate a workstation consisting of a imaging scanner and capture/retrieval station; merge documents, replacing, rearranging, moving and deleting pages as necessary; perform data entry functions as required. The incumbent will work under the supervision of the reformatting coordinator.

**Required Qualifications**

Education: Graduation from a standard four year-high school or equivalent (GED)  
Experience: One (1) year of experience related to the above-described duties.

**Preferred Qualifications**

One year or more of experience with Photoshop CS5 or an equivalent imaging software; one year of experience with flat bed scanners; knowledge of and experience handling rare fragile historical documents. Three years of experience with copy stand/digital slr reproduction work. Demonstrated detailed and technical knowledge of the operation of an imaging workstation. Demonstrated knowledge of metadata and its use with archival collections. Relevant technical training from an accredited program and/or bachelor's degree in history and library science or related field from an accredited college or university.

**Physical Requirements**

Because of the nature of the work, the following physical requirements must be met:

Vision: Requires the ability to perceive the nature of objects by the eye;

Near acuity: Clarity of vision at 20 inches or less;

Midrange: Clarity of vision at distances of 20 inches and less than 20 feet;

Field of Vision: Ability to observe up or down, left or right when eyes are fixed on a given point;

Depth Perception: Three-dimensional vision; ability to judge distance and space relationships;

Accommodation: Ability to adjust focus;

Motor Coordination: Regularly sit but also frequently stand and walk; use hands to finger, handle or feel objects, tools or controls; stoop, kneel, crouch, or bend; and reach with hands and arms.

Corrective devices may be used to meet physical requirements; these are typical requirements reasonable accommodations may be possible. In addition, the individual must be able to give and receive information through speaking and hearing; and frequently lift up to approximately 25 pounds and occasionally up to approximately 50 pounds.

The Mississippi Department of Archives and History collects, preserves, and provides access to the archival resources of Mississippi. Its non-circulating collection is the largest, publicly accessible collection of print, manuscript, audio visual, and digital material relating to the state. Holdings include more than 55 TB of electronic records, 45,000 cubic feet of state records and manuscript collections, 250,000 images, 100,000 published items, and 200 newspaper titles. MDAH is based in the William F. Winter Archives and History Building, opened in 2003, in Jackson. For more information on Department activities, go to <http://archives3.mdah.state.ms.us/> MDAH is an Equal Opportunity Employer.