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FILE CLERK (Photo Section) GS-05

1. Incumbent is the senior file clerk in the Photo Section, responsible for maintenance of and service from the master negative file and the processing of prints for the master photo files in the Area Divisions.
2. Serves as team leader for the mounting of all ground photographs on master file cards, an operation accomplished by three or four people who operate the machines involved.
3. Prepares the weekly photo panel for screening by Agency and USIB representatives, setting it up on a geographic basis similar to that used in the master area files.
4. Prepares records and listings of original materials for transfer to Records Center. Separates, packs, and ships all VMR negatives.

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