

POSITION DESCRIPTION
FRANKLIN COUNTY RECORDER'S OFFICE

WORKING TITLE:	History Production Specialist	CLASSIFICATION:	Deputy Recorder
SALARY/PAY RANGE:	Determined by appointing authority, based on qualifications		
BENEFITS:	As approved by appointing authority.		
JOB LOCATION:	373 South High Street, 19 th Floor, Columbus, Ohio, Franklin County		
HOURS OF OFFICE:	7:00 a.m. – 4:00 p.m.		
DIVISION:	Document Imaging Center		
OFFICE:	Franklin County Recorder Terry J. Brown, 373 S. High St., 19 th Floor, Columbus, Ohio 43215		
POSITION STATUS:	Full-Time, Permanent, Non-exempt, Classified		

The History Production Specialist provides essential support in converting public records from paper format to permanent record images in electronic or microfilm format. The Specialist may be assigned duties within the following categories of tasks:

- Document Preparation: Prepares documents for scanning by inspecting paper records and removing staples, bindings, paper clips and folds. Creates bar-coding sheets.
- Document Scanning: Scans paper documents into electronic images and performs initial quality checks and edits as required.
- Data Entry: Populates index fields using data embedded in electronic documents. Performs quality assurance checks on electronic images.
- Quality Assurance: Verifies accuracy of data entered and performs quality assurance on electronic images.
- Provides production data and supporting evidence to History Production Coordinator.
- Other related duties as assigned.

Reports to: History Production Coordinator

Minimum Qualifications:

High School Diploma or the equivalent; Ability to type 40 words per minute and work in a standard office environment that requires professionalism, team work, knowledge of document archiving processes, etc. Experience with clerical/office duties and Microsoft Office applications. Knowledge of data entry procedures and/or history and archiving processes desired.

Special Requirements:

Must be able to submit to and pass a personnel background investigation including: a BCI Criminal Web Check, a driving record check, civil and professional licensing records check and references. Current employees exempt from this process.

RESUME AND/OR APPLICATION MATERIALS ON FILE WILL INDICATE HOW THE MINIMUM QUALIFICATIONS WERE MET.

If you have any questions or concerns regarding this position, please contact:

Human Resources Department Franklin County Recorder's Office	Phone: (614) 525-3298
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