

# FRANKLIN COUNTY RECORDER'S OFFICE

An Equal Opportunity Employer

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## POSITION DESCRIPTION

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<b>Employee Name:</b>	<b>Position Title:</b> Document Imaging Center Technician 1
<b>Dept.:</b> Document Imaging	<b>Employment Status:</b> Full-Time
<b>Reports to:</b> DIC Supervisor / Assistant Director	<b>FLSA Status/Pay:</b> Non-exempt
<b>Normal Hours:</b> 40 hours; Monday–Friday	<b>Civil Service Status:</b> Classified
<b>EEO Status:</b> 06 – Administrative Support	<b>Starting Rate:</b> \$17.00/hour

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**QUALIFICATIONS:** An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED); three (3) or more months of related experience and/or training; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

None.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive:

Personal Computer, computer software (e.g., Microsoft Office, Outlook, Kodak CapturePro, Mekel Fast Film, Intellivue, and other applicable computer software), Mekel digital image conversion scanners, high speed scanners, and other standard modern imaging and business office equipment.

### INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); may have exposure to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; this is considered sedentary work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings. Position does require lifting and moving boxes of paper.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

- 25% (1) Prepares paper documents for safe scanning to create a quality, usable image (e.g., removes all staples and papers clips; repairs tears and corner folds; cuts folders, and ensures all information is visible, etc.); creates bar codes for file naming; organizes project materials (e.g., moves and sorts paper file boxes); accurately labels case exhibits.
  - 25% (2) Scans paper documents through Kodak i5200 high-speed scanner and into Kodak Capture Software; performs initial quality check; rescans errors and ensures that documents are in order; maintains accurate log of cases/production.
  - 25% (3) Scans microfiche/microfilm images into electronic images (Mekel Mach VII/Mekel Mach V); reviews images and makes edits/modifications to improve image quality and usability; labels scanned images and copies into folder based on specifications of client agency.
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- 20% (4) Imports case files into Intellivue; copies cases into folder and moves folder into appropriate directories; performs QA check on scanned images; inputs data (e.g., name, SSN, case number, etc.) from scanned case files images into Intellivue and other applicable software.
- (5) Attends meetings, as directed; attends training and seminars, as directed.
- (6) Maintains required licensure or certification, if any.
- (7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (8) Demonstrates regular and predictable attendance.

## **OTHER DUTIES AND RESPONSIBILITIES:**

- 5% (1) Performs other duties as assigned.

## **MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*indicates developed after employment)

**Knowledge of:** office practices and procedures; \*County/department goals and objectives; \*County/department policies and procedures; \*workplace safety practices and procedures; \*personnel rules and regulations; \*laws, rules, and regulations regulating the operation of the Recorder's Office; computer software; English grammar and spelling; microfilming techniques.

**Skill in:** typing; data entry; word processing; computer operation; use of modern imaging and office equipment; operation of microfilm equipment.

**Ability to:** carry out instructions in written, oral, or picture form; deal with problems involving few variables within familiar context; read, copy, and records figures accurately; copy records precisely without error; prepare accurate documentation; communicate effectively; understand a variety of written and/or verbal communications; maintain records according to established procedures; develop and maintain effective working relationships; lift files, files boxes, ledger books, etc.; type 40wpm; travel to and gain access to work site; be attentive to detail.

## **POSITIONS DIRECTLY SUPERVISED:**

None.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

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