

FRANKLIN COUNTY RECORDER'S OFFICE

An Equal Opportunity Employer
POSITION DESCRIPTION

Page 1 of 2

Employee Name:	Position Title: Document Imaging Center Coordinator
Dept.: Document Imaging	Employment Status: Full-Time
Reports to: Director of Document Imaging Center	FLSA Status/Pay: Non-exempt
Normal Hours: 40 hours; Monday–Friday	Civil Service Status: Classified
EEO Status: 06 – Administrative Support	Pay Grade: \$18.45 - \$27.55 Hourly

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED), Bachelor's degree preferred; one (1) or more years 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, Publisher, Intellivue, and other applicable computer software including learning, Kodak CapturePro, Mekel Fast Film, and other industry specific software), fax machine, copier, scanner, telephone, Mekel digital image conversion scanners, archive writers, film processors, 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.); is exposed 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 may also require lifting and moving of boxes of paper and microfilm or microfiche.

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:

- 15% (1) Tracks DIC Production, analyzes productions trends, and forecasts future production; compiles and presents productions statistics; assists with incoming project requests.
- 30% (2) Assists in the research, design, and implementation of opportunities for the future of the Document Imaging Center programs including expansion of microfilm production, storage of county records, and impact of digitization (not meant to be an exhaustive list).
- 30% (3) Assists the Director by serving as liaison for the Document Imaging Center; assists with programs designed to promote the services offered by the Franklin County Document Imaging Center; assists with preparing and distributing fact sheets, research data, creates ideas, lays out artwork, creates pamphlets; communication of information designed to keep in-house staff and outside agencies informed.

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Page 2 of 2

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- 15% (3) Assists management, team members, and other departments, as necessary with projects and production.
- 5% (4) Attends meetings, as directed; attends training and seminars, as directed.
- (5) Maintains required licensure or certification, if any.
- (6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (7) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% (1) Performs other duties as assigned.
- (2) Position may require limited travel.

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; records management; office management; government structure and process; state, federal, and local laws and/or regulations; local geographical area; English grammar and spelling; microfilming techniques; supervisory principles and practices.

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

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; read, copy, and records figures accurately; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; copy records precisely without error; prepare accurate documentation; complete routine forms; prepare routine correspondence; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; maintain records according to established procedures; develop and maintain effective working relationships; resolve complaints; lift files, files boxes, ledger books, etc.; multi-task and prioritize work; travel to and gain access to work site.

POSITIONS DIRECTLY SUPERVISED:

None.