

LANCASTER COUNTY IMAGING CLERK

NATURE OF WORK

This is routine technical work in the operation of imaging and microfilming equipment.

Work involves responsibility for the safe and efficient operation of imaging equipment and software under strict confidentiality requirements. Work also includes indexing of documents, preparation of documents, determining equipment settings for scanning and determining the proper destination for scanned images. Supervision is received from an administrative superior with work reviewed for efficiency and accuracy.

EXAMPLES OF WORK PERFORMED

Prepare documents for scanning; edit documents and complete scanning retakes, as necessary.

Configure scanning software, follow operating guidelines in working with scanning software and equipment.

Follow operating guidelines in working with scanning and microfilming equipment; assist with development and update of policies and procedures for imaging and microfilming equipment; maintain production records.

Enter index information for captured images.

Verify that captured images were delivered to their appropriate destination on the network.

Use a county vehicle to perform a daily delivery route; deliver boxes, files and mail to County and City departments, as necessary.

Convert microfilm images to digital images.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of procedures and methods utilized in the operation of imaging and microfilming equipment.

Knowledge of computer applications and office procedures pertaining to the scanning and maintenance of public records.

Ability to maintain clerical records and adhere to prescribed routines.

Ability to perform heavy lifting.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with co-workers and the general public.

Ability to identify and follow operating guidelines related to imaging equipment.

Ability to understand and follow complex oral and written instructions.

Skill in the operation of imaging equipment and related computer systems.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent with six months of experience in imaging software and equipment or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Employees must possess a valid driver's license.

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