



CLASS SPECIFICATION

Class Code: 0056
Date Est: 04/1981
Last Rev: 07/2018
Last Title Chg: 08/2018
FLSA: non-exempt
Probation: 6 months

IMAGING AND RECORDS TECHNICIAN I

DEFINITION

Under general supervision, receives training and performs scanning assignments using various software and equipment. Also performs records management duties involved in the receipt, retention, retrieval and disposal of Washoe County records; and performs other related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

One year of full-time experience in operating a variety of scanning equipment and in performing records management duties, and the use of standard Microsoft Office Suite applications (Word, Excel and Outlook at a minimum) in performing daily duties and department specific functions; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

DISTINGUISHING CHARACTERISTICS

This is the entry level in the Imaging and Records Technician class series, which provides for progression to the next level upon meeting the requirements of the class and recommendation of the appointing authority. Incumbents are given constant and detailed supervision in areas such as scanning, quality standards, managing records retention schedules, records disposition and records retrieval. This class is distinguished from Imaging and Records Technician II by the narrower range of duties and higher degree of supervision.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Receive, process and respond to records management requests and inquiries from departments; evaluate the request, prioritize and schedule work based on customer needs and division workload.

Respond to requests and inquiries from departments and deliver as required (Scan on Demand).

Evaluate and classify documents, determine scanning settings, inventory files to be scanned, prepare documents for scanning and manage the production log used to validate work and quality control.

Operate high speed scanners, large format scanners and microfilm scanners to scan a variety of materials including fragile, large format plans and microfilm.

Monitor and adjust scanner settings to maintain best quality.

Maintain and organize the County facility for records storage and microfilm vault to ensure records preservation is maintained.

Receive records and verify the accuracy and condition of the submissions, follow transfer, retention or disposal procedures of all records including those stored on microfilm and of a sensitive and confidential nature.

Perform duties and responsibilities in a safe and prudent manner that does not expose incumbents or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental policies and procedures.

Microfilm and microfiche.

Department scanning and records management software and hardware.

Complex indexing and filing methods.

Principles and techniques of customer service.

Principles and methods of data collection and record keeping.

General inventory control or warehouse and distribution procedures.

Safe driving principles and practices.

Skill to:

Operate forklift and other moving and storage equipment including pallet jack and hand truck.

Operate a variety of scanning equipment.

Maintain and service records management equipment.

Operate commercial shredder.

Ability to:

Operate a variety of scanning equipment.

Maintain and establish accurate filing and indexing systems.

Make equipment corrections and adjustments.

Meet production schedules and deadlines.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Purposes and methods of records preservation through microfilm and scanning processes.

Microsoft Office Suite applications and standard computer software applications.

Scanning equipment and its capabilities.

Basic indexing and filing methods.

Ability to:

Adjust settings for records management equipment.

Maintain and follow basic filing and indexing systems.

Identify document types and confidentiality requirements for scanning and record retention.

Act with integrity; exercise appropriate discretion and maintain confidentiality of information.

Communicate clearly and effectively, both orally and in writing.

Establish, maintain, and foster positive working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS (*Essential duties require the following physical skills and work environment.*)

Ability to sit for extended periods. Ability to frequently stand, walk, stoop, and kneel. Ability to operate standard office equipment including, but not limited to, computers, telephones, calculators, copiers and fax machines. Ability to lift and move objects weighing up to 50 lbs. Ability to distinguish basic colors and shades of colors. Corrected vision to normal range. Ability to use machinery with moving parts. Work is usually performed in an office environment; but may also require frequent travel to various County offices.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.