

AUGLAIZE COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Cover Page 1 of 2

Agency:	Recorder/Board of Commissioners	Employee Name:	
Class Title:	Deputy Recorder/Document Imaging	Position Title:	Deputy Recorder/ Document Imaging Specialist
Class Number:	12111RC	Position Number:	01:100002.61
Dept./Div.:	Recorder/Board of Commissioners	Civil Service Status:	Unclassified
Unit:	N/A	Employment Status:	Full-Time
Reports To:	Recorder/County Administrator	FLSA Status:	Non-covered
EEO Status:	(06) Administrative Support	DOT/O*Net Code:	206.367-014
		Normal Work Hours:	Weekdays 8 a.m. – 4:30 p.m.

GENERAL DESCRIPTION:

Under general supervision, receives, reviews, and records documents in accordance with laws, rules, regulations, and departmental policies; assists the public with research (e.g., searches files and records for documents, etc.); answers telephone inquiries from the public; performs quality control checks of documents entered into the computer system; calculates, collects, and processes fees.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education; two (2) years experience in document imaging, office operations or equivalent course work preferred; ability to work independently and in a team setting; or any combination of training and/or experience.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Required to be bonded. Must possess or be able to obtain a valid Ohio driver's license and maintain insurability under the county's vehicle insurance policy.

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

Modern business office equipment (e.g., computer, facsimile machine, photocopier, adding machine/calculator, etc.); document imaging equipment, motor vehicle.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee: has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to possible injury from unclean or unsanitary conditions; works with moving mechanical parts of equipment of machines and bright light from scanner; routinely lifts, pushes, pulls, or carries objects 20 pounds or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

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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 both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

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JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

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

- 45% (1) Receives documents from public at the cash station; verifies documents comply with state requirements; enters documents into cash system once information is determined to be in compliance with state requirements; once entered into cash system, records documents into abstract books and computer system; scans original documents; returns original documents to the customer once recording steps are completed and checked for accuracy.
- 15% (2) Verifies and accurately balances money received with payments entered into the computer at the end of each day; provides payment information to the auditor's office for receipts; deposits money and checks received with the treasurer's office.
- 10% (3) Provides courteous and professional customer assistance to the public by greeting customers when customers enter the office; answers telephone in courteous and professional manner and takes messages for other office staff as needed; assists public with genealogy research (e.g., records retrieval, makes copies, etc.); retrieves, sorts, and distributes office mail.
- 25% (1) Scans and indexes historical records accurately and in accordance with county policies (e.g., indexes into database using computer; reviews scanned images for completeness, and creates usable index for end users); organizes historical material after scanning to ensure efficient retrieval; maintains a system to track materials scanned; complies with county record retention policy; prepares reports to document the amount and nature of documents imaged and indexed.
- (2) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (3) Attends professional education and training sessions, seminars, and workshops as directed.

OTHER DUTIES AND RESPONSIBILITIES:

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5% Performs other duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: document imaging*; data processing techniques and procedures; county department and division policies and procedures*; office practices and procedures; records management; personnel rules and regulations*; English grammar and spelling; local geographical area and county departments*.

Skill in: typing; word processing; data entry; computer operation; adding machine or calculator operation; use of modern office equipment.

Ability to: interpret extensive variety of technical material in books, journals, and manuals; deal with many variables and determine specific action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; copy records precisely without error; prepare accurate documentation; compile and prepare reports; proofread technical materials, recognize errors, and make corrections; communicate effectively; maintain records according to established procedures; develop and maintain effective working relationships; sort items into categories according to established methods.

POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

None.

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