



CLASS SPECIFICATION

Class Code: 0055
Date Est: 04/1981
Last Rev: 07/2018
Last Title Chg: 08/2018
FLSA: non-exempt
Probation: 6 months

IMAGING AND RECORDS TECHNICIAN II

DEFINITION

Under general supervision, performs advanced 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

Two years 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 journey level in the Imaging and Records Technician class series. Incumbents are responsible for providing the full range of support including scanning, maintaining confidentiality and quality standards, managing records retention schedules, records disposition, and records retrieval. This class is distinguished from Imaging and Records Technician I in that incumbents are expected to perform a broader range of assignments with less guidance and 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.)*

Operate, maintain and perform maintenance on high speed scanners, large format scanners and microfilm scanners.

Inspect images for quality, completeness and index accuracy; transfer completed work to required digital location.

Apply, review and revise departmental retention schedules for all County records in order to comply with statutes and laws on records management.

Identify confidential records for disposal based on retention schedules, designate the proper disposal method and implement the disposal in accordance with retention schedules.

Maintain and update the imaging and records management computer systems including tracking inventory, activity and history of records.

May perform any of the Examples of Duties found on the Imaging and Records Technician I job class specification.

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.

Principles and concepts of records management.

Laws, rules and regulations, which apply to records management.

Occupational hazards and standard safety practices.

Ability to:

Perform assigned duties using best practices, regulations, procedures and proper work methods.

Work independently and efficiently with attention to detail and accuracy.

Interpret and apply pertinent laws, ordinances, codes and library and archive guidelines.

Perform advanced scanning and records management assignments.

Operate high speed document, large format and microfilm scanners

Identify the confidentiality of various types of information.

Respond to requests and inquiries regarding records management policies and procedures.

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

Knowledge of:

Microfilm and microfiche.

Department scanning and records management software and hardware.

Microsoft Office Suite applications and standard computer software applications.

Basic 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:

Maintain and establish accurate filing and indexing systems.

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

Make equipment corrections and adjustments.

Meet production schedules and deadlines.

Communicate clearly and effectively, both orally and in writing.

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

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.

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.