



**Tanya K. Day**

Clinton County Recorder

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## **Document Imaging Technician Job Description**

**Full-Time\* (35 hrs/week)**

**Classified or Unclassified:** Unclassified                      **FLSA Status:** Non-exempt/Hourly  
**Department/Office:** Clinton County Records & Archives  
**Position Reports To:** Clinton County Recorder  
Clinton County Microfilm Board  
Clinton County Records Manager & Archivist  
**\*Participation in:** Ohio Public Employees Retirement System

### **Job Summary:**

Under the direction of the Clinton County Microfilm Board and Clinton County Recorder, and the direct supervision of the Records Manager and Archivist, the Document Imaging Technician assists in the county-wide records management and archives program. The Document Imaging Technician is responsible for managing the process of digitizing documents for storage in an electronic archive or database for all county departments, agencies, and boards who wish to participate in these services available to them. The Document Imaging Technician also needs to be current with privacy laws and regulations as they relate to the Ohio Sunshine Laws. The Document Imaging Technician also is responsible for equipment management and maintenance. They should be trained on the use and maintenance of the scanning equipment, and have a working knowledge of secure document storage and retrieval.

### **Required Qualifications:**

- High School diploma or equivalent
- Typing 40 WPM
- Strong attention to detail and quality output
- Proven ability to work independently and manage multiple projects simultaneously

### **Preferred Qualifications:**

- Work experience in document imaging and records management and archives
- Experience with best practices and procedures for digitization of local government records

### **Position Responsibilities:**

- Ensures and recommends policies and procedures for all county agencies on the preparation of records received at the Clinton County Records & Archives for digitization.

- Ensures compliance with best practices and procedures for digitization of local government records.
- Systematically scans documents using commercial scanning equipment.
- Performs quality control on digitized records to ensure readability and accuracy for permanent record archival and retrieval.
- Files scanned images via indexing systems.
- Updates the record databases as established by the Clinton County Records & Archives.
- Transfers digitized records to the Montgomery County Records Center for Microfilm creation and storage.
- Assists the general public and county officials with finding information in the Records & Archives.
- Performs special projects as required.

**Other Requirements:**

**Knowledge, Skills and Abilities**

**Knowledge of:** county policies and procedures; government structure and process; public records law; office practices and procedures; records management; microfilming practices and procedures; best practices and procedures for digitization of local government records.

**Skill in:** written and oral communication; scanning/camera equipment operation and maintenance for optimal performance based on manufacturer guidelines; thorough understanding of imaging software; strong organizational and ability to work independently and manage multiple projects simultaneously.

**Ability to:** develop and maintain effective working relationships with associates, supervisors and general public; lift fifty (50) pound boxes and large books; climbing ladders to retrieve records; knowledge of basic office equipment and software; gather data; compile information and prepare reports.

This job description is not intended to be all inclusive and may be changed at any time with or without notice. It is not a contract for employment, express or implied. Job responsibilities as assigned by immediate supervisor, Department Head or Elected Official.

Clinton County is an Equal Opportunity Employer.

Please send resume and cover letter to Tanya Day, Clinton County Recorder:  
[day.tanya@clintoncountyohio.us](mailto:day.tanya@clintoncountyohio.us).

Resumes will be accepted until position is filled.

You may view other Clinton County employment opportunities at  
<https://co.clinton.ohio.us/jobs>.