

# CLINTON COUNTY

## Book Imaging Technician

Part Time\* (25/hrs/week) - posted 02/12/2025

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

### Job Summary:

Under the direction of the Clinton County Records Commission, and the direct supervision of the Records Manager and Archivist, the Book Imaging Technician assists in the county-wide records management and archives program. The Book Imaging Technician is responsible for managing the process of digitizing books for preservation in an electronic archive or database for all county departments, agencies, and boards who wish to participate in these services available to them. The Book 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

### Preferred Qualifications:

- Work experience in document imaging and electronic indexing systems
- Experience with best practices and procedures for digitization of local government books

### Position Responsibilities

- Digitizing ledgers, bound books and other types of historical and permanent books for preservation purposes and special book scanning projects for departments within the county.

- Ensures compliance with best practices and procedures for digitization of historical books.
- Systematically scans books 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.
- Assists the general public with finding information in the Records & Archives.

#### **Other Requirements:**

#### **Knowledge, Skills and Abilities**

**Knowledge of:** county policies and procedures; government structure and process; public records law; office practices and procedures; best practices and procedures for digitization of historical and permanent books.

**Skill in:** written and oral communication; scanning 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; and knowledge of basic office equipment and software.

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 Bobbi Lawson, Clinton County Records Manager  
[Lawson.Bobbi@clintoncountyohio.us](mailto:Lawson.Bobbi@clintoncountyohio.us)

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