

SNOHOMISH COUNTY JOB DESCRIPTION
RECORDS SUPPORT/IMAGING TECHNICIAN

Spec No. 6138

BASIC FUNCTION

To support the county's records management functions. Responsibilities include protecting and converting county records to micrographic and/or digital files in accordance with federal, state and county mandates and specifications. Imaging includes all processes which translate paper documents to microfilm and/or digitized; all processes which convert digitized images to microfilm; and all processes which convert microfilm/fiche to digitized images.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Operates personal computers, scanning and image conversion equipment using a variety of imaging software, microfilm cameras, duplicators, reader/printers, editing and film splicing equipment according to state specifications for the purpose of records preservation.
2. Maintains equipment and assists in making adjustments and repairs.
3. Prepares documents in required order for imaging; searches and solves document series discrepancies with clients; image per project format. Reassemble documents to their original condition.
4. Creates and maintains an index of records imaged; applied quality control procedure to imaged documents. Edits film and associated documents prior to transfer to Washington State Archives. Coordinates or performs the pickup/delivery of documents/microfilm for imaging from departments/offices within the County main campus complex.
5. Assists client departments and the public in person and over the phone by answering file requests; locates and retrieves requested county records within established service-level guidelines. Answers customer questions and explains services.
6. Enters record indexing data on a computer; set up and maintain files and filing systems within the division. Inputs information in the Records Center Tracking System. Creates box labels, completes destruction forms and Records Center transmittal forms.
7. Ensures production schedules are met by effectively organizing project information and data; keeps accurate statistics for weekly and monthly division reports.
8. Assists in the cross training of co-workers in operation of new and revised imaging software and equipment. May train new employees.
9. Maintains procedures that ensure legally-mandated confidentiality regarding public records.

SNOHOMISH COUNTY JOB DESCRIPTION
RECORDS SUPPORT/IMAGING TECHNICIAN

Spec No. 6138

STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Monitors the public handling of county records ensuring that the documents are not removed, altered or damaged.

STATEMENT OF OTHER JOB DUTIES

11. Provides back up and peak-load coverage for work of co-workers, including Print Shop and Mail Room tasks. Operates mail processing systems. Captures all postal costs for charge-back of outgoing mail to clients. Prepares discounted mailing; such as, bulk and presort mail.
12. Serves on a variety of teams, committees and task forces as needed.
13. May travel to remote scanning sites, such as DJJC, with minimum supervision
14. Other related duties as assigned.

MINIMUM QUALIFICATIONS

One (1) year of general office experience including operation of production scanning equipment; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

Candidates for employment must successfully pass a criminal background investigation, which includes fingerprinting.

KNOWLEDGE AND ABILITIES

Knowledge of:

- basic office practices and procedures
- basic math and spelling
- basic principles of records management
- operation of a variety of microfilm equipment
- operation of a variety of imaging equipment

Ability to:

- communicate both in writing and orally
- provide effective and efficient customer service
- form effective, interpersonal relationships with a diversity of others

SNOHOMISH COUNTY JOB DESCRIPTION
RECORDS SUPPORT/IMAGING TECHNICIAN

Spec No. 6138

KNOWLEDGE AND ABILITIES (Continued)

- show sensitivity to political issues and environment
- handle confidential data with discretion
- type 40 words per minute
- work effectively as a team member
- perform multiple tasks
- learn, retain and follow complex procedures

SUPERVISION

The employee reports to the Imaging Supervisor or designee.

WORKING CONDITIONS

Positions in this class typically require constant precise control of fingers and hand movements; daily standing and/or sitting for prolonged periods of time; daily lifting, moving, or carrying objects over thirty (30) pounds; daily exposure to aged paper and associated paper dust, daily focus on a reader/printer screen for 1+ hours at a time, weekly crouching, bending, or kneeling; daily focus on a computer screen for 4+ hours at a time. May work with and/or be exposed to chemicals associated with microfilm processing and duplicating; such as, film developer, fixer, and aqua ammonia.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: October 1979 as Microfilm Technician
Revised: January 1988, August 1995, April 2003, January 2006, September 2013
Revised and Retitled: June 1998, May 2000, July 2005
EEO Category: 6 – Administrative Support
Pay Grade: 303 – Clerical Pay Plan
Workers Comp: 1501 Hazardous