

# GEAUGA COUNTY ENGINEER

An Equal Opportunity Employer

Page 1 of 2

## POSITION DESCRIPTION

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<b>Employee Name:</b> Abby Carlson	<b>Position Title:</b> Seasonal Student Scanning Clerk
<b>Class Number:</b> Temporary Position	<b>Class Title:</b> Seasonal Part-Time Employee
<b>Dept./Div.:</b> Design/Construction/Survey	<b>Employment Status:</b> Temporary Seasonal/Part-time
<b>Reports to:</b> All Supervisory Employees	<b>FLSA Status:</b> Non-exempt
<b>Normal Hours:</b> 7:00 am - 3:30 pm	<b>EEO Status:</b> 06 – Administrative Support
<b>Civil Service Status:</b> Unclassified	

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### CLASS DESCRIPTION:

Under general supervision, performs scanning and digitizing of historical road and bridge records, including data input, categorization, and organization.

### QUALIFICATIONS:

 An example of acceptable qualifications:

Must be a full time post-secondary student working toward the completion of a college degree; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

 Valid State of Ohio Driver's License

### EQUIPMENT OPERATED:

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

Personal computer, applicable computer software, printer, copy machine, fax machine, typewriter, and other standard business office equipment.

### 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 due to unclean or unsanitary conditions; has contact with potentially violent or emotionally distraught persons; has exposure to hazardous driving conditions; ascends and/or descends ladders and/or stairs; has to work irregular hours.

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

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

### ESSENTIAL FUNCTIONS OF THE POSITION:

 For purposes of 42 USC 12101:

- 80% (1) Prepares files for the imaging process; Indexes scanned records, and analyzes them for clarity and accuracy; Determines the correct settings to ensure quality of each document. Ensures completeness of files; researches missing documents; prepares and organizes documents to conform to quality control standards, office procedures and system processes.
- 15% (2) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.

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Date Adopted: 4/7/14

Date Revised:

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(3) Demonstrates regular and predictable attendance.

### OTHER DUTIES AND RESPONSIBILITIES:

5% (4) Performs other related duties as assigned.

(5) Attends staff meetings as assigned.

### MINIMUM ACCEPTABLE CHARACTERISTICS: (\*indicates developed after employment)

**Knowledge of:** \*County, Department, and Division goals and objectives; \*County, Department, and Division policies and procedures; \*personnel rules and regulations; work place safety; office practices and procedures; English grammar and spelling; basic accounting; records management; real estate and manufactured home park taxation.

**Skill in:** Word processing; computer operation; use of modern office equipment; adding machine or calculator operation; positive can-do attitude; professional work ethic and ability to manage information and confidentiality; a demonstrated ability to work independently, meet concurrent deadlines, organize time, and priorities.

**Ability to:** Carry out instructions in written, oral, or picture form; deal problems involving few variables within familiar context; recognize unusual or threatening conditions and take appropriate action; calculate fractions, decimals, and percentages; maintain records according to established procedures; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communication; work alone on most tasks; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; perform job safely.

**POSITIONS DIRECTLY SUPERVISED:** None

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(Signature of Appointing Authority)

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(Date)

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(Signature of Employee)

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(Date)

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Date Adopted: 4/7/14

Date Revised: