

GEAUGA COUNTY ENGINEER

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:	Position Title: Scanning Clerk
Class Number: Temporary Position	Class Title: Seasonal Employee
Dept./Div.: Administrative	Employment Status: Temporary Seasonal/Part-time
Reports to: Administrative	FLSA Status: Non-exempt
Normal Hours: 8am-4:30pm	EEO Status: 06 – Administrative Support
Civil Service Status: Unclassified	

CLASS DESCRIPTION:

Under general supervision, performs scanning and digitizing of historical road and bridge records, including data input, categorization, and organization; performs routine administrative tasks; answers telephone calls.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of a secondary education and six months experience; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

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) Performs routine administrative tasks (e.g. open, retrieve, and sort mail; answer telephone calls; etc.). Maintains required licensures, certification, and continuing education requirements, if any.

Date Adopted: 4/7/14

Date Revised:

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(3) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.

(4) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

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

(6) 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.

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)

(Date)

(Signature of Employee)

(Date)

Date Adopted: 4/7/14

Date Revised: