

*Code: 0054*

*Title: DOCUMENT IMAGING SPECIALIST- RECORDER'S OFFICE*

**SUMMARY:** Converts manual records and other materials into electronic and microfilm images by use of computers, scanners and microfilming equipment, and performs operator-level maintenance, servicing and repairs of associated equipment. This classification is used exclusively by the Recorder's Office.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Prepares and processes documents, records and materials for electronic imaging and microfilming;  
Microfilms documents and other media, according to standards, and maintains required records of microfilming and related activities;  
Preserves permanent documents using high tech digitizing processes;  
Performs image quality control tests and modifies image files and replacing missing or corrupted images as needed;  
Performs redaction of confidential information within recorded documents in accordance with applicable Arizona Revised Statutes;  
Troubleshoots and perform corrections of electronically recorded documents using automated information systems and applications;  
Trains staff in the preparation of records for scanning, digitizing, cleaning and microfilming;  
Researches documents to verify accuracy of information before indexing to corresponding documents within database for future reproduction;  
Performs operator-level servicing and scheduling of maintenance of equipment used for digitizing, scanning, microfilming and other peripheral equipment;  
Prepares, verifies, scans and indexes mylar maps using an industrial sized map scanner;  
Prepares, verifies and archives voting materials, and retrieves archived records for disposal, in accordance with records retention schedules and other applicable guidance;  
Enters file/file box location/disposition information into manual and automated systems to assure accurate tracking;  
Prepares and submits routine and special activity, inventory and disposition reports;  
Performs data entry as required.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- principles and techniques of scanning, digitizing, microfilming and associated operator-level servicing and maintenance of assigned equipment;
- alphabetic, alpha-numeric and numeric manual and automated filing systems;
- County, state and federal records retention guidelines, requirements and documentation;
- procedures for data entry and retrieval from an automated inventory system;
- County, state and federal rules and regulations regarding microfilm as a Legal Record and for preservation of microfilm.

Skill in:

- scanning, digitizing, selecting, cleaning and microfilming of records and other media;
- performing operator-level servicing and maintenance of assigned scanning, digitizing, microfilming and peripheral equipment;
- inventorying of files/boxes to determine or verify contents, and creating or maintaining records;

- documenting contents, locations and disposition of materials received, stored, issued or destroyed in manual and automated records systems;
- maintaining security and confidentiality of all materials encountered in performance of duties;
- interpreting and applying records retention guidelines.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Two years of experience with Pima County as an Office Support III or other clerical support classification which included at least six months of experience in either (a) preparing County-specific documentation for imaging of records and/or archiving of records, or (b) researching imaged or archived materials for specific records.

OR:

(2) One year of work experience with Pima County as an Administrative Support Specialist or other administrative paraprofessional level class with at least six months experience in either (a) preparing County-specific documentation for imaging of records and/or archiving of records, or (b) researching imaged or archived materials for specific records.

OR:

(3) Two years of work experience preparing and processing documents, records and/or other materials for electronic imaging and microfilming.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D driver license at the time of application or prior to completion of initial/promotional probation. Failure to maintain the required licensure shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.