Job Overview Summary:
This is skilled work in preparing records for imagining, scanning and micrographic processing and the operation and maintenance of equipment utilized in a records retention program. Work involves responsibility for the efficient operation of scanners, microfilm, micro-viewer, photographic and other related equipment for the purpose of recording and storing official records for future reference. Employees in this position are expected to be able to perform any and all work tasks and comply with any work schedules, attendance, or duty requirements which may be established by City or department rules, or applicable union contracts. Work is performed independently in accordance with standard procedures and is reviewed by an administrative supervisor through observation and analysis of results achieved.

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

Duties:
- Organizes and prepares records and documents for imaging, scanning, and micrographic processing; corrects errors by refilming, scanning or imagining, and making copies of records; adjusts equipment to accommodate record size.
- Scans documents and makes log annotations to identify references; reviews records processed to ensure specifications are met.
- Maintains control logs of records processed; establishes and maintains numerical serial number system for film rolls; locates and retrieves records.
- May pick up, drop off and/or deliver mail, boxes or items from departments for storage or disposal.
- Cleans, maintains and performs minor adjustments to processing and imaging related equipment.
- Develops and splices microfilm; maintains laboratory processing chemicals and equipment, if required.
- Instructs individuals on the proper use of viewing equipment and offers assistance, when necessary.
- Performs varied clerical office functions.
- Maintains microfilm and disc storage areas, or other applicable record retention median.
- Performs related work as assigned.

Minimum Qualifications:
High school graduate or GED equivalency with some experience in the use of micrographic, photographic and related equipment and be able to type accurately with reasonable speed.

Knowledge and Skills:
- Considerable knowledge of the operation and maintenance of various types of equipment needed to scan, microfilm or photograph records.
- Skill in the operation of standard record retention equipment utilized.
- Skill in the operation of modern office equipment, accessories, and software programs.
- Ability to operate necessary equipment with speed and accuracy.
- Ability to maintain clerical records and supplies.
- Ability to schedule, plan and organize workload.
• Ability to understand and follow written and oral instructions.
• Ability to establish and maintain an effective working relationship with employees, City departments, and the public, as necessitated by the work.

**Required Responsibilities:**
Successful demonstration of cultural competence, work standards, quality work product, productivity, and job knowledge are standard expectations for all city staff and employees.

**Core Competencies:**
- Adaptability/Flexibility
- Planning & Organization
- Problem Solving
- Safety Focus
- Teamwork

**Necessary Special Requirements:**
If assigned duties require the use of a personal motor vehicle, an automobile insurance policy that meets the minimum requirements of liability established by the State of Florida for property damage and personal injury coverage must be maintained.