



COUNTY OF NYE

CLASS TITLE: IMAGING / DATA CLERK

BASIC FUNCTION:

Under supervision, coordinates and performs imaging, document scanning, information retrieval and provides clerical/secretarial/administrative support to major department head(s). Details and maintains logging/filing systems. Performs office, secretarial and administrative services for major department head(s) requiring the exercise of considerable initiative, independent judgment and discretion in screening calls, visitors and mail; answering and disposing of requests for information; and coordinating general public relations activities.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Coordinates clerical staff and operates imaging software and computer equipment to capture a variety of information from various County documents in accordance with specified requirements.
2. Receives, classifies, logs, and prepares material to be imaged or scanned. Proofreads/verifies accuracy before indexing all documents. Establishes and maintains security and departmental data/file structuring for total imaging system.
3. Searches, locates and retrieves and/or tracks information/documents; prepares or assists in preparing various imaging reports for various departments; and assists with public inquiries. Proofreads/verifies accuracy of indexed imaging files.
4. Updates imaging instructions and procedures and types other correspondence and information memos as directed. Coordinates with a variety of County departments. Contacts MIS and/or Imaging software representatives for software/hardware assistance.
5. Prepares correspondence in accordance with established policies and procedures. Completes assignment drafts and changes in policies and procedures received in general outline form.
6. Provides detailed responses to information requests about programs and activities; prepares work sheets and graphical materials.
7. Attends meetings and conferences; takes minutes as directed; composes drafts of proceedings; prepares agenda and materials in accordance with established practices; maintains appointment schedules; and make travel arrangements.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: Graduation from high school or equivalent and two-to-three years of clerical experience.

Electronic imaging/scanning experience is desirable. Knowledge of office practices, procedures and commonly used equipment including a personal computer.

LICENSES:

Not applicable.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Coordinates daily work activities of clerical staff.

CONTACTS:

Co-workers, various County personnel, MIS/software technical assistance representatives and the public.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Normal office environment.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Normal office environment.