

DOCUMENT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is routine office machine operation involving the responsibility for accurately producing legible film, digital and electronic copies of documents recorded. The materials recorded are those maintained by County Departments in accordance with Law. Direct supervision is received from a Department Head; does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Processes documents by placing them in the appropriate sequence, categories, and batches;
Copies document batches using electronic image capture equipment;
Performs mandatory quality control processes that require the visual review and approval of every page processed by the image capture equipment;
Indexes and classifies documents for retrieval;
Transfers the approved electronic images to the appropriate electronic storage media;
Transfers images to an archival microfilm ready media to be sent to the record retention center;
Verifies images transferred to computer database;
Prepares recorded documents for returns to customer via U.S. mail;
Provides customer assistance to access public records and images via telephone/on-site;
Performs various clerical duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the principles and practices of photographic duplicating; working knowledge of photographic terminology, procedures and equipment; working knowledge of scanning equipment and procedures; good knowledge of indexing methodology; good computer knowledge required; ability to understand and carry out oral and written instructions; mechanical aptitude; good workmanship; good judgment; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma AND one (1) year of full-time, or its part-time equivalent, paid clerical work experience.

APPROVED: MAY 10, 2018

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE (Pending NYS Civil Service Commission 'Title Change Only' approval) (retitle from Microfilm Machine Operator)