

MONTGOMERY COUNTY RECORDS CENTER & ARCHIVES

JOB DESCRIPTION

Class Title: Imaging Center Specialist

Salary: \$13.38-\$17.22 Hourly; \$27,830-\$35,818 Annually

Job Type: Full time with benefits

Location: 117 S. Main St., Dayton, Ohio

Department: Records Center & Archives, Imaging Center

Job Class Concept: Developmental level in microfilm and imaging occupation requiring a working knowledge of image production in order to perform basic tasks involving records in paper, microfilm and electronic formats.

Job Duties: Under general supervision, performs all key elements in the microfilm and image production process for projects undertaken by the Imaging Center, a division of the Records Center & Archives. Prepares documents, books and files for imaging. Checks for proper order and completeness, making targets needed for proper and consistent records identification. Operates a variety of document scanners, controlling document position, records content and image quality. Edits images for quality, content and completeness. Performs retakes as needed or instructed. Maintains timely and accurate log and production reports. Operates microfiche jacket-loaders to produce microfiche as directed by the Records Center & Archives Supervisor and/or Imaging Center Technician. Accurately types jacket headers and edits completed jacket and roll films for completeness. Operates diazo microfiche and microfilm roll duplicators to produce microfilm duplicates. Places master jackets in acid-free envelopes. Under the direction of the Records Center & Archive Supervisor and/or Imaging Technician, may be asked to operate the microfilm processor. May be required to load and unload Record Center boxes from carts and shelves as needed for imaging.

Minimum Class Requirements: Equivalent to high school diploma. College credits in related field preferred. Basic computer knowledge and/or experience. Ability to lift 35-50 pound records center boxes without difficulty. Must have the ability to get along well with others and maintain a positive attitude. Must have the ability to work as a member of a successful team.

This position may be subject to physical examination.