



Warren County Records Center & Archives / Microfilm Department

406 Justice Drive • Lebanon, Ohio 45036 • Phone: (513) 695-1815 • Fax: (513) 695-2415 • archives@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET

ONE POSITION AVAILABLE

JOB CLASSIFICATION TITLE: IMAGING ASSISTANT
DEPARTMENT: RECORDS CENTER AND ARCHIVES/IMAGING
PROBATIONARY RATE: Starting at \$17.00 (365-DAYS)
SCHEDULED HOURS: 40 HOURS PER WEEK
CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF TIME NOT LESS THAN FOURTEEN (14) CONSECUTIVE CALENDAR DAYS, BEGINNING MARCH 6th.

VISIT WWW.CO.WARREN.OH.US AND COMPLETE THE [APPLICATION](#) AT THE ATTACHED LINK. EMAIL THE COMPLETED APPLICATION WITH RESUME AND COVER LETTER TO: WCCOMMAPP@CO.WARREN.OH.US
PLEASE CONTACT JEN HANEY CONOVER AT 513-695-1868 WITH QUESTIONS.

APPLICANTS CAN ALSO SUBMIT RESUME, APPLICATION AND COVER LETTER TO:

**WARREN COUNTY RECORDS CENTER & ARCHIVES
ATTN: RECORDS MANAGER/ARCHIVIST
406 JUSTICE DRIVE, ROOM 052
LEBANON, OH 45036**

TAKING APPLICATIONS UNTIL POSITION IS FILLED.

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

WARREN COUNTY RECORDS CENTER & ARCHIVES/MICROFILM DEPARTMENT

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POSITION DESCRIPTION

Position Title:	Imaging Assistant	Incumbent:	
Class Title:			
Department:	Records Center/Microfilm	FLSA Status:	Non-exempt
Reports To:	Imaging Coordinator	Civil Service Status:	Classified
Pay Rate:	Varies with experience	Employment Status:	Full-Time
Probation:	365 Days	Lunch:	Unpaid
Work Hours:	Varies		

JOB RESPONSIBILITIES:

Under direction of the County Records Manager/Archivist and supervised by the Imaging Coordinator in their absence, provides technical support and quality control for projects undertaken by the County Microfilm Department (a division of the County Records Center and Archives).

QUALIFICATIONS:

Associate degree in related field, or high school diploma and 4 years related experience. Position requires considerable technical knowledge of imaging, scanning and microfilm production. Knowledge and interpretation of American National Standards Institute (ANSI) standards, Ohio Revised Code (ORC) guidelines, and archival methods pertaining to microfilm and government records also required.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Valid Ohio driver's license required.

ESSENTIAL FUNCTIONS:

1. Scans, digitizes and indexes agency files as overseen by Imaging Technician. Uses densitometer, microscope, light table, eye loupe, reader-printer, and ultrasonic splicer. Skills are necessary in using Indus Book scanner, Kodak i4200, and Kodak i620 document scanners, Kodak Digital Archive Writer, and all other scanners when necessary.
2. Responsible for converting electronic records from one digital format to another and creates indexes for records.
3. Prepares documents, files, and books for microfilming. Checks for proper order and completeness as instructed, creating targets needed for proper and consistent records identification.
4. Follows all safety and health practices as stated in the Warren County Personnel Policy Manual. Follows Records Center departmental policy. Demonstrates regular and predictable attendance.
5. Proficient knowledge of the following software applications: Microsoft 365; Kodak Capture; Kodak Digital Archive Writer; Widetek Wide Format software; OnBase Document Management System.
6. Ability is required periodically to lift records storage boxes weighing as much as 50 lbs.
7. Assists Deputy Archivist and Archival Specialist with historical research, educational outreach and the planning, researching and implementation of exhibits when necessary.

**WARREN COUNTY RECORDS CENTER/MICROFILM DEPARTMENT
POSITION DESCRIPTION**

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OTHER DUTIES AND RESPONSIBILITIES:

1. Performs duties of Microfilm Assistant or Records Storage and Delivery Specialist when necessary to assure timely and efficient operations and to meet production deadlines (at the direction of the County Records Manager/Archivist.)
2. Special projects as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

Departmental goals and objectives; departmental practices and procedures; microfilm requirements and technical procedures; archival standards for the production of microfilm; legal descriptions, simple through complicated; government structure and process; public relations.

Skill in:

Data entry techniques; effective writing techniques; operation of office equipment (e.g., typewriter, computer, calculator, copier, and fax.)

Ability to:

Understand a system of procedures; interpret a variety of detailed instructions in written, oral, picture, or schedule form; arrange items in numerical, alphabetical, and subject order; deal with a variety of variables in a somewhat unfamiliar context; define problems, collect data, establish facts, and draw valid conclusions; maintain confidentiality of information; communicate effectively in oral and written form; copy material accurately; correct grammatical and spelling errors; develop and maintain effective working relationships with associates, supervisors, and general public; maintain complete and accurate records; operate computer, digital scanner, planetary camera, microfilm reader/printer, jacket filler, ultrasonic splicer, densitometer; calculate numbers; gather, collate and analyze data; prepare meaningful, concise and accurate reports; use proper research methods in gathering information.

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position.

(Employee's Signature)

(Date)

Date Adopted: May 4, 2000

Date Revised: November 4, 2020