

Bonner County Job Description



Title: SCANNING SPECIALIST - FILE CLERK
Department: Court Clerks
Supervisor: Court Director
Supervision Exercised: None
Wage Grade: 7
Job Description Revision: 08/2017
Number of Vacancies: [for recruitment use]
Open Date: [for recruitment use] **Close Date:** [for recruitment use]

Posting Title	SCANNING SPECIALIST - FILE CLERK
General Summary	<p>The Court Scanning Specialist aspect of this position is responsible for electronic data processing into Court owned Enterprise Content Management (ECM) systems, such as Odyssey. Daily tasks include scan preparation and scanning, downloading of images, records maintenance, file creation, quality process control, electronic data entry, equipment setup, copying, moving/lifting boxes, OCR process, and indexing. This position reports directly to the Court Director.</p> <p>The File Clerk aspect of this position involves routine situations where decision making is within specific and definite directions and instructions. This individual is expected to work independently as he/she follows clear orders and directions. Communicates regularly with others, primarily within the county offices and departments rather than with outside agencies. Work is typically performed in an office environment with low intermittent stress due to deadlines. Work is physically demanding and does require lifting and carrying of heavy loads between floors. Does not typically involve travel outside the city limits.</p>
Essential Functions	<p>The <u>Court Scanning Specialist</u> role is to expedite the scanning processes and paperless efforts of Bonner County Courts. The work is performed under the general supervision of the Court Director but considerable latitude is granted for the exercise of independent judgement and initiative.</p> <p>The essential functions include:</p> <ul style="list-style-type: none"> • Demonstrated working knowledge of scanning practices with high speed scanning equipment use and setup; • Process, organize, prepare, sort, and scan assorted documents; • Maintain confidentiality of all information related to documents, procedures and practices; • Import and export data within the Courts ECM systems; • Communicate effectively and efficiently with fellow workers and members of the public; • Work closely with Technology and our Odyssey SME's (Subject Matter Experts); • Perform and maintain indexing and OCR processes;

- Review scanning/imaged documents for accuracy, readability, legibility and rescan documents as needed;
- Assist the Courts in developing processes and best practices for paperless filing and archiving initiatives;
- Assist users with paperless applications and assist with electronic document workflow improvements;
- Excellent customer service skills;
- Must possess excellent visual, oral and written communication skills;
- Must possess excellent planning, organizational, detail oriented and time management skills;
- Perform all work assignments and activities in accordance with County policies, procedures and public safety policies;
- Perform other duties as assigned.

The Filing Duties essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:

- Runs a report for cases going to court. Is responsible to pull all cases for all judges, clerks and anyone needing to review a file, if requested. Is responsible to get loose paperwork in order and filed correctly into each case file, and check each case out to individuals and back into the repository.
- Works in concert with the Mail Clerk in the Clerk's Office. In the case of absence of the mail clerk this position is responsible carrying the full responsibility of the both positions.
- Assists with preparing court files for transport to Northwest Vital Records.
- Responsible to shift files when necessary. At times a community service person may be able to assist, but is NOT to be left alone with files.
- Responsible to keep all areas of filing clean and tidy.
- Mail Duties – Backup for mail clerk.
 - Sorts and delivers incoming mail for the various offices within the County Courthouse, the annex and all other areas and departments as assigned.
 - Sends bulk mailings as required by departments within the County.
 - Collects the outgoing mail from the Clerk's Office and other mail brought to mailroom, sorts mail for final destination, processes mail for pick up by post office, and performs all other duties as needed in the sending of outgoing mail.
 - Opens and delivers interoffice mail for auditors, recorders, clerks and others within the department.
 - Maintains the postage machine, including taking meter reading daily and recording such readings. Ensures that the postage machine is in working condition at all times, and maintains appropriate postage on meter.
 - Responsible for postage supplies, ensuring that appropriate supplies are readily available as needed throughout the department.
 - Must travel to the post office to pick up supplies necessary to perform the assigned duties and to handle mail that requires special processing.
 - Performs all other duties as assigned whether of not specifically pertinent to the mail and filing duties assigned to this position.

Specifications**Job Specifications**

Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. High school diploma or equivalent required.

- Working knowledge of:
 - legal practices and court filings
 - high volume scanning equipment;
 - file and scanning formats and OCR processes;
 - ECM systems; laser fiche
 - Microsoft Windows and Office products, Adobe products and other imaging software
 - Knowledge of legal practices and court filings preferred
- Demonstrate ability to:
 - Have patience for fine, detailed work;
 - Learn new and updated imaging software when needed
 - Analyze a variety of general service logistical problems and make routine decisions;
 - Read and interpret written policy, regulations and procedures;
 - Operate a variety of office equipment;
 - Work independently and deal effectively with stress caused by work load and time deadlines;
 - Present ideas and information effectively, both orally and in writing;
 - Work well independently and as part of a team
 - Work effectively /courteously with end users;
 - Perform routine tasks.
- Must possess good organizational, telephone, writing and communication skills.
- Basic understanding of office skills; i.e., filing system, type at or about 50 wpm using standard keyboards and personal computers, facsimile, copiers, time clocks, printers.
- Ability to follow specific and general directions.
- Ability to communicate effectively, both orally and in writing.
- Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.

Working Conditions**Working Conditions**

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking, both in person and over the telephone); frequent fingering, grasping, walking, climbing stairs and ladders, lifting, carrying, pushing items up to 25 to 50 pounds with ability for repetitive motions. Requires good general vision and legible handwriting.

Disclaimer

This job description is not an employment agreement or contract and management reserves the right to modify when necessary. Bonner County is an At Will Employer.

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position.
I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

Please Print Name: _____