

**POSITION DESCRIPTION
LAPORTE COUNTY, INDIANA**

POSITION: Archives Specialist
DEPARTMENT: Recorder
WORK SCHEDULE: As Assigned
JOB CATEGORY: Not Used

DATE WRITTEN: May 2006
DATE REVISED:

STATUS: Part-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Archives Specialist for the LaPorte County Recorder's Office, responsible for maintaining files and microfilming, scanning, and indexing all instrument documents officially filed and recorded according to the law.

DUTIES:

Prepares camera for operation, including loading film, focusing, and testing camera. Arranges for necessary repairs and maintenance of machine malfunctions.

Reviews, sorts, and organizes document for microfilming, completes appropriate forms, and indexes and cross references documents as required.

Scans documents daily, burns compact discs for clients desiring copies of documents, bills clients appropriately, and maintains accounts payable records for these clients.

Produces and maintains security rolls of microfilm produced by the Office.

Proofreads processed film for correctness and quality, and rests density of film assuring compliance with standard codes.

Assures proper functioning and operation of microfilm machine, cleaning and changing chemicals as needed.

Purchases compact discs, printer cartridges, and various supplies as needed for microfilming and other operations. Maintains perpetual inventory of equipment for Commissioner's inventory.

Receives over counter and by mail deeds, mortgages and other legal documents, examines for completeness, and properly records and files documents according to procedures specified by law.

Answers telephone and greets office visitors, determines nature of call, responds to inquiries and/or assists visitors in completing proper forms, and/or routes caller to appropriate person or department.

Sorts original instruments and documents, maintains records of person and place delivered, method of delivery, and enters information on appropriate forms and computer terminal.

Researches and locates appropriate documents and records upon request from inquiring parties, mails documents to clients, and researches computer information regarding the status of real estate properties.

Purges Uniform Commercial Code files and other documents as required.

Performs duties of the Chief Deputy, First Deputy, Second Deputy, and part-time employees as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED, with computer knowledge and training required.

Working knowledge of standard office practices and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Knowledge of developing equipment and chemicals and the computer software needed to create desired effects of retrieval-archiving process.

Knowledge of standard English grammar, spelling, and punctuation, and the ability to perform arithmetic calculations.

Ability to read/interpret legal language and translate legal descriptions on documents, including, but not limited to, deeds, mortgages, liens, court orders, and affidavits.

Ability to type with speed and accuracy and operate office equipment, including microfilm camera, processor, and duplicator, computer, typewriter, copier, calculator, and telephone.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, other County departments, and members of the general public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities

Ability to work alone with minimum supervision and work with others in a team environment on several tasks at the same time, often under time pressure.

Ability to understand, memorize, retain, and carry out instructions and present findings in oral or written form.

II. RESPONSIBILITY:

Incumbent performs a variety of relatively standard duties according to the established practices and procedures of the department, but exercises personal judgment and uses independent thinking in determining and implementing the best methods to archive and retrieve documents. Incumbent receives general instructions and is closely supervised with work reviewed both in process and upon completion for accuracy and conformance with directions. Instructions are received prior to initiation of majority of assignments. Errors in decision or accuracy of work are readily detected by procedural safeguards or through supervisory review. Undetected errors may lead to loss of time within the department and/or inconvenience to department employees or members of the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains contact with co-workers, other County departments, and members of general public for the purpose of giving and receiving factual information and rendering service.

Incumbent reports directly to the Chief Deputy.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, including sitting and walking at will, sitting/standing for long periods, lifting/carrying objects weighing between 25 to 50 pounds, speaking clearly, keyboarding, bending, reaching, close vision, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent may be exposed to irate/hostile individuals.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Archives Specialist for the LaPorte County Recorder's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name