



City of Lake Mary

Position Vacancy Announcement 16-36

POSITION TITLE: Document Imaging Specialist (Part Time)
PAY RANGE: \$12.30 - \$19.21
DEPARTMENT: Community Development (Building Division)

MINIMUM QUALIFICATIONS:

Graduation from an accredited high school or equivalent and a minimum of one (1) year of responsible clerical experience. Municipal, county or state government experience with the disposition and disposal of records preferred. An equivalent combination of education, training and experience may be considered. Must be proficient in Microsoft Office. Must be able to complete ICS 100 and 700 courses within six (6) months of hire.

Valid Florida Driver's License and an acceptable driving record

Knowledge of record keeping methods.

Knowledge of business English, spelling, and punctuation, in order to prepare documents and compose letters.

Knowledge of general office practices and procedures.

Must be detail oriented.

Maintains confidentiality.

Demonstrates accuracy and pride in work product.

Ability to establish and maintain professional relationships with the general public, fellow employees, and outside professional associates.

Ability to maintain effective record keeping processes.

Ability to access, input and retrieve information from a computer.

Ability to understand and carry out oral and written instructions, giving close attention to detail and accuracy.

Ability to multitask in a fast-paced work environment.

Skill in the operation of general office equipment, including a personal computer, keyboard, typewriter, copy, and fax machine

POSITION FUNCTION:

This is independent clerical work performed under the general supervision of the Permit/Zoning Coordinator and is evaluated by results achieved. The work includes but is not limited to scanning and indexing records into electronic files.

YOU MAY APPLY ON LINE AT WWW.LAKEMARYFL.COM APPLICATIONS MAY ALSO BE OBTAINED FROM HUMAN RESOURCES, CITY OF LAKE MARY, 100 N. COUNTRY CLUB ROAD, LAKE MARY 32746 OR CONTACT (407) 585-1445.

This City is an Equal Opportunity Employer in compliance with the laws prohibiting discrimination on the basis of race, color, sex, age, marital status, religion, national origin, disability or any other legally protected status.

The City will provide reasonable accommodations necessary to applicants with disabilities preventing them from completing a City application form. Please contact the Human Resources Manager immediately if you need a special accommodation.

The City of Lake Mary is a Drug-Free Workplace. Certain positions require pre-employment Drug Testing.

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See below for job description

General Description:

This is independent clerical work performed under the general supervision of the Permit/Zoning Coordinator and is evaluated by results achieved. The work includes but is not limited to scanning and indexing records into electronic files.

Essential Job Functions:

Prepares and sorts source documents, and identifies and interprets data to be scanned.

Scan documents into an electronic filing system and reviews the quality and accuracy of the scanned documents.

Compares data scanned with source documents and makes corrections as needed.

Enters alpha-numeric or symbolic data from source documents into computer following a format displayed on the screen.

Work with and maintain an electronic filing system.

Files or routes documents per procedures and special requests.

Accesses, inputs, and retrieves information from a computer.

Ensures public records requests are handled expediently and meet guidelines set by Florida Statutes, and other related guidelines (Chapter 119, Public Records Law).

Files, staples, make copies, sorts, verifies and/or pulls from files, materials and documents; does other general offices duties as needed.

Coordinates the receipt, scanning, retention, storage and disposal of records in accordance with City policies, ordinances and State Statute.

Follows safe working practices and has a working knowledge of safety practices and procedures in accordance with the City's Safety Plan.

Essential Job Functions (continued):

Performs other related duties as required and other such work as may be assigned.

NOTE: THE LISTED DUTIES ARE ONLY ILLUSTRATIVE AND ARE NOT INTENDED TO DESCRIBE EVERY FUNCTION THAT MAY BE PERFORMED BY THIS JOB CLASS. THE OMISSION OF SPECIFIC STATEMENTS DOES NOT PRECLUDE MANAGEMENT FROM ASSIGNING SPECIFIC DUTIES NOT LISTED IF SUCH DUTIES ARE A LOGICAL ASSIGNMENT TO THE POSITION.

Minimum Qualifications

Knowledge, Abilities and Skills:

- Knowledge of record keeping methods.
- Knowledge of business English, spelling, and punctuation, in order to prepare documents and compose letters.
- Knowledge of general office practices and procedures.
- Must be detail oriented.
- Maintains confidentiality.
- Demonstrates accuracy and pride in work product.
- Ability to establish and maintain professional relationships with the general public, fellow employees, and outside professional associates.
- Ability to maintain effective record keeping processes.
- Ability to access, input and retrieve information from a computer.
- Ability to understand and carry out oral and written instructions, giving close attention to detail and accuracy.
- Ability to multitask in a fast-paced work environment.
- Skill in the operation of general office equipment, including a personal computer, keyboard, typewriter, copy, and fax machine.

Education, Training and Experience:

Graduation from an accredited high school or equivalent and a minimum of one (1) year of responsible clerical experience. Municipal, county or state government experience with the disposition and disposal of records preferred. An equivalent combination of education, training and experience may be considered. Must be proficient in Microsoft Office. Must be able to complete ICS 100 and 700 courses within six (6) months of hire.

Licenses, Certifications or Registrations:

- Valid Florida Driver's License with an acceptable driving record

Essential Physical Skills:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Acceptable clarity of speech (with or without reasonable accommodation).
- Ability to communicate both orally and in writing.
- Ability to access, input, and retrieve information from a computer on a recurrent basis.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to access file cabinets for filing and retrieval of data.
- Light to moderate lifting and carrying (up to 40 pounds).
 - Reading
 - Writing
 - Walking
 - Standing
 - Pushing
 - Pulling
 - Bending
 - Stooping
 - Kneeling
 - Reaching overhead
 - Depth perception
 - Distinguish colors
 - Constant sitting

Environmental Conditions:

- Work inside in an office environment.

The City of Lake Mary is an Equal Opportunity Employer and does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the Americans with Disabilities Act (ADA).