

Hendricks County Job Description

Title: Microfilm Clerk
Department: Clerk
Supervisor: Clerk

FLSA Status: Non-exempt
Pay Band: OSS 4

Purpose of Position: Maintains and preserves all inactive court files.

Essential Functions:

- Prepares files for scanning by organizing documents in chronological order.
- Converts hard copy records to digital record and microfilm, in accordance with the rules set forth by the State Court Administration.
- Retrieves court records as requested by governmental agencies, law enforcement agencies and private sector businesses.
- Maintains database log of files.
- Sorts and destroys records, in accordance with state record keeping requirements.
- Basic computer skills
- Ability to effectively and tactfully deal with other people
- Ability to operate basic office equipment
- Ability to maintain confidentiality
- Ability to lift at least 40 pounds
- Good organizational skills
- Ability to work basic math problems
- Ability to communicate well, both verbally and in writing
- Basic knowledge of general office practices, such as filing, record keeping, phone etiquette, etc.
- Attention to detail

Non-Essential Functions:

- Receives phone calls and questions or refers to the appropriate person or department.
- Performs other duties as assigned.

Education & Qualification Requirements:

- High school diploma or GED

Responsibility:

Incumbent works under established guidelines and procedures. Tasks are routine, and require little opportunity to make choices. Errors in work are usually detected through supervisory review and result in limited loss of time.

Working Relationships:

Working relationships are with supervisor, associates in same department, other county departments, courts and the general public for the purpose of communicating factual or procedural information.

Working Conditions & Physical Demands:

Work is performed in a standard office environment.

I have read and understand this job description, and its relationship to the position I occupy.

Signature

Date

Printed Name