

PRINCIPAL IMAGING CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is an important technical position involving responsibility for overseeing and supporting the Imaging Solution System in the Ulster County Clerk's Office. This system records all deeds, mortgages and legal paperwork on file in the Ulster County Clerk's Office with digital imaging technology. Work is performed under the general supervision of the Deputy County Clerk with considerable leeway for the exercise of independent judgement and initiative in carrying out the duties of the position. Technical supervision is exercised over the Head Clerk, Senior Index Clerk, Index Clerk/Typists and other subordinate clerical personnel only as it pertains to the Imaging Solution System. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assumes all administrative technological responsibilities of the Imaging Solution System;

Is responsible for maintaining all software, documents, and equipment applicable to the system;

Is responsible for creating and updating user manuals as needed;

Trains, supervises and assists all personnel in the operation of the digital imaging system and equipment;

Is responsible for quality control of scanning, running and supporting daily reports on the system;

Is responsible for backing up the system;

Acts as liaison between County Clerk's Office and Information Services concerning problems in software and hardware;

Maintains security of the Imaging Solution System;

Is responsible for web enabling and security for users on the Internet system;

May maintain accounting and cost-related items dealing with the imaging system.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of network computer scanning systems; thorough knowledge of the methods and practices of scanning legal documentation; good knowledge of the methods and practices used in the indexing of legal instruments; working knowledge of legal terminology; ability to analyze and solve complex computer problems; ability to maintain records and prepare reports; ability to work well with others; ability to supervise the work of others; ability to understand and carry out written and oral instructions; good judgement; initiative; integrity; physical condition commensurate with the demands of the position.

Principal Imaging Clerk

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma and completion of a two (2) year course of study in computer programming or closely related field and one (1) year of clerical experience including experience in the indexing and recording of legal documents; OR
- B. Graduation from high school or possession of a high school equivalency diploma and four (4) years of work experience in the management, maintenance and operation of network computer systems and one (1) year of clerical experience including experience in the indexing and recording of legal documents; OR
- C. An equivalent combination of training and experience as indicated above.

ULSTER COUNTY
4992 PR IMG CLK
Grade: 12

Adopted: November 20, 2002