



Albemarle County Local Government

[Records and Imaging Technician](#)

Department of Information Technology

Full-Time, 12 months

Non-Exempt, Pay Grade 9

VRS-Eligible, Benefits-Eligible

The Albemarle County Department of **Information Technology** is actively recruiting a **Records and Imaging Technician** to join our team. The successful Records and Imaging Technician will perform complex and specialized technical work in the management and preservation of County records. Work involves preparing records for scanning, indexing, and classifying records by department guidelines. Performs daily scanning of plans and departmental documents. Performs quality control reviews, which may require correcting records to assure complete and accurate County archives for storage in the appropriate digital records repository. Operates scanning equipment, performs data entry, and processes records for the computer-based imaging system. Assists Records Management Officer with Freedom of Information Act (FOIA) requests and file preparation for disposition, according to Library of Virginia guidelines. Performs basic Records Management duties to provide back-up assistance during Records Management Officer's absence. Work is performed under the general supervision of the Records Management Officer, but requires independent performance, attention to detail, and good judgment in applying procedures and guidelines to records imaging and related activities.

[Apply today!](#)