Records & Imaging Technician

$37,398/year + [Full-Time County Benefits](#).

James City County's Information Resources Management Department is hiring a Records & Imaging Technician to perform responsible work preserving County records by classifying, indexing, scanning, and storing records in a computerized central records system in accordance with legal or regulatory requirements.

Responsibilities:
- Prepares files for image conversion; scans, performs quality control, makes corrections, and indexes documents into the central records system.
- Serves as customer contact for the public and County staff.
- Responds to requests for information, including Freedom of Information Act (FOIA) requests, from County departments, property owners, contractors, and the public for items such as plans, building permits, site plans, property information, minutes, and boxes/files from off-site records storage; may perform extensive research for some requests.
- Logs and prepares engineering drawings for scanning; scans and performs quality control checks on electronic file to verify document readability before paper documents are destroyed.

Requirements:
- Any equivalent combination of a high school diploma; some experience in records management concepts and best practices, and imaging practices and procedures.
- Experience using database software, Bluebeam Revu, Adobe Acrobat; considerable experience using Microsoft Office Suite.
- Must possess reliable transportation to work site(s).
- Knowledge of database software, Bluebeam Revu, Adobe Acrobat, Outlook, and Microsoft Office Suite of products including Excel, and Word; principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction; advanced knowledge in operation of computers, scanners, printers, copy machines, telephones, fax machines and microfilm reader/printers.
- Skill in use of computer software, especially Microsoft Office Suite.
- Ability to create databases and run reports from established computer programs, troubleshoot to determine cause of hardware or software problems; manage time and to keep schedules; establish and maintain effective working relationships with users and vendors; make decisions and recommendations in accordance with established policies and procedures.

[Click here](#) for full job description. Accepting applications until 11:59PM EST on 01/26/2024. Cover letters and resumes may also be attached, but a **fully completed application** is required for your application to be considered.

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at https://jobs.jamescitycountyva.gov