

### Indexing/Scanning/Preservation Technician I – Job Description

An indexing/scanning/preservation technician is responsible for scanning and indexing city and county records to convert paper records into digital records and for record preservation on the records. Types of records include record books, index books, court cases, maps and any other type of permanent record that is kept by government offices. Duties include mechanical books disassembly, operating a sheet-fed scanner, operating a wide format scanner, operation of a planetary book scanner, assembly of books, indexing of data from record and index books, book preservation, and other related duties. Applicants must be able to type and must have basic computer literacy. Training on equipment/processes specific to the job will be provided.

The indexing/scanning technician is a full-time employee. All work for this position will be done in the imaging lab located in Duncan, Oklahoma.

#### Job Requirements:

- Must be conscientious, be able to understand/follow directions, able to maintain consistent work rates and quality, and be detail oriented.
- Must understand basic computer operation – starting and shutting down personal computers, navigating folders/directories, connecting external hard drives/flash drives and basic data entry into internal computer systems (training for the specific applications of these tasks will be provided).
- Typing skills are required (30 wpm without mistakes). Accuracy is more important than speed. 10 key data entry ability is a plus, though not required.
- Employees in this job classification may be viewing a computer monitor and using a computer keyboard and mouse for extended working hours when indexing and processing images.
- Employees with this job classification will typically perform one or more of the following (all tools and training will be provided for these specific tasks and others required by the job):
  - Operating scanning equipment to scan documents or microfilm.
  - Reading data from scanned images and typing index information such as names, dates and numbers.
  - Restoring Photostat documents using image restoration software.
  - Cropping, rotating, removing lines, other image restoration tasks.
  - Disassembly/re-assembly of mechanical and bound books.
  - Book preservation, artifact removal and de-acidification of record books, indexes and court cases.
  - Pickup/delivery of customer materials (requires good driving record).

#### Working hours/pay scale/benefits:

- Typical work hours are weekdays from 8AM to 5PM. Occasionally, a project may allow/require working overtime or on weekends. Work hours may be flexible with supervisor's approval.
- Regular hourly rates are paid up to 40 hours per week with overtime above 40 hours per week.
- Base pay scale for this job classification is negotiable based on employee experience.
- Benefits include paid holidays, 2 weeks of vacation/sick leave/year, company paid individual Simmons Center membership, company paid telehealth account, group health insurance partly paid by company, company SIMPLE IRA matching and Employee paid group vision/dental/term life insurance.