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Interested individuals must come to the Human Resources Office to complete an application for the position between the hours of 8:00 and 5:00, Monday through Friday or online at the Pulaski County website at [www.pulaskicounty.net](http://www.pulaskicounty.net). The Human Resources Office is located in Suite 100 of the Pulaski County Administration Building - 201 S. Broadway, Little Rock.

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**POSITION:** IMAGING CLERK  
*This position is open to County Employees & the General Public.*

**POSITION NO:** 028

**STARTING SALARY:** \$25,430 - \$28,442

**DEPARTMENT:** CIRCUIT/COUNTY CLERK (200)

**PRIMARY RESPONSIBILITY/FUNCTION:** Responsible for the scanning and proper verification of all court documents being scanned into the computer system and placed on the web site for the Circuit Clerk's Office.

**EXAMPLES OF WORK:**

- Reviews case documents to ensure case identification is correctly and completely recorded on documents.
- Creates bar codes for documents using data entry into software program; determines security level needed for each document allowing or barring public web access based upon the type of document.
- Scans images of all court documents using computer and scanner.
- Researches problem documents (i.e. mismatched document and barcode or pages missing).
- Manually indexes skip pages for those pages that are not public information for Civil, Domestic, and Probate Orders.
- Verifies images of all scanned documents; scans for clarity and checks that all pages are in system as well as security codes are correct.
- Researches and locates documents for other clerks, court personnel, or the general public.
- Assists other divisions with issues pertaining to scanned documents.
- Performs other related duties as assigned.

**PHYSICAL REQUIREMENTS:**

- Visual acuity needed for computer screen and image verification.
- Digital dexterity necessary for computer keyboard and equipment operation.
- Ability to communicate orally by telephone and in person.

**WORKING CONDITIONS:**

Work is performed primarily in a smoking restricted office environment.

**MINIMUM QUALIFICATIONS:**

- Completion of high school or GED equivalency;
- Some experience with file imaging using computers and scanners;
- or Any equivalent combination of experience and training which provides the required skills, knowledge and abilities.

**ADDITIONAL REQUIREMENTS:**

Satisfactory completion of a criminal background examination.

**OPEN DATE: 08-08-2018**

**CLOSE DATE: 08-14-2018 (5:00 p.m.)**

Please Note: Applications will not be accepted after the Close Date. A selection will not be made until the Close Date and all applications have been received by the selecting official.

**08 August 2018**

**242-18**