
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. The Human Resources Office is located in Suite 100 of the Pulaski County Administration Building - 201 S. Broadway, Little Rock.

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

POSITION NO: 028

STARTING SALARY: \$25,430 - \$29,781

DEPARTMENT: CIRCUIT/COUNTY CLERK (200)

PRIMARY RESPONSIBILITIES/FUNCTION: Responsible for scanning and verification of documents to Circuit County Clerk servers; responsible for upload of images and entry of case information to court management software.

ESSENTIAL JOB FUNCTIONS:

- Reviews case documents to ensure case identification is correctly and completely recorded on documents.
- Prepares case documents to be scanned.
- Scans images of all court documents using PC and scanner.
- Verifies images of all scanned documents, checking for clarity, accuracy, and completeness.
- Enters case information and uploads case images into court software.
- During major elections, may provide telephone support to poll workers.
- Perform any other related duties as required or assigned.

WORKING CONDITIONS:

Work is performed in a smoking-restricted office environment.

Work includes handling of old, deteriorating paper.

MINIMUM QUALIFICATIONS:

Completion of high school; some work experience with probate or other legal case processing; or any equivalent combination of experience and training which provides the required skills, knowledge and abilities.

ADDITIONAL REQUIREMENTS:

Must be bondable.

Satisfactory completion of a criminal background examination.

OPEN DATE: 04-11-2019

CLOSE DATE: 04-17-2019 (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.

11 April 2019

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