



CLASSIFICATION NO. 146

Established: 7/14

Revised: 2/19

FLSA: Non-Exempt

EEO: 6

TRANSPORTATION DOCUMENT CONTROL SPECIALIST

CLASS CHARACTERISTICS

Under general supervision, to review, support and coordinate document capture functions within the Department of Transportation and Development (DTD) in compliance with records retention guidelines; to perform quality control functions to ensure accuracy and completeness of scanned documents; to research and locate documents within various database systems; to process requests for information; to educate and train department staff on proper scanning and document retrieval methods; to assist in updating practices and procedures to improve consistency, efficiency and effectiveness of document capture functions; and to perform other work as required.

DISTINGUISHING CHARACTERISTICS

The Transportation Document Control Specialist supports DTD and is a liaison to the County's Records Management Division to deliver effective document imaging, storage, archive and retrieval functions that comply with records retention requirements. The Transportation Document Control Specialist ensures that DTD documents are scanned correctly and in a timely fashion into the County's database for records research and retrieval, and acts as a resource to help all divisions within DTD follow policies and procedures regarding their records retention requirements. The incumbent is also the key point of contact to the Technology Services (TS) Department regarding records research and information to the public via the web. The Transportation Document Control Specialist identifies documents, and applies records retention schedules. The incumbent conducts analysis of DTD's records management processes, determines needs and makes recommendations.

The Transportation Document Control Specialist differs from classifications in the Records Management Division of the County Clerk's Office: Records and Archival Specialist which prepares, scans and/or microfilms documents in a production environment, performs records storage duties processing incoming and outgoing records in a warehouse environment, and performs data entry and data control activities using web and network based systems; and from the Records and Archival Specialist Senior which leads the work of staff and coordinates activities related to document conversion and quality control, county-wide records storage operations and electronic document management system, and records management activities. It also differs from the Office Specialist classification series which performs a variety of moderately difficult administrative support activities according to generally established guidelines, regulations or instructions.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Prepares, scans and indexes a wide variety of DTD documents, such as utility, entrance and right of way permits, road files, traffic files, street vacations, easements, dog control files, building services permits and records, development review files, service district lighting files, and system development records; imports scanned documents into ApplicationXtender; prepares and sends DTD's permanent documents and Life of Structure to Records Management Division for archival scanning and, ensures all documents to be scanned are of archival quality; ensures equipment is properly maintained and in good working condition.
2. Performs quality control checks of scanned finished products processed by various DTD staff; reviews records for completeness, accuracy and appropriate indexing; examines documents for poor reproduction and viewing properties, and ensures corrections are made; identifies and resolves discrepancies.
3. Trains DTD staff on document capture tasks, including appropriate use of scanning equipment, software applications such as ApplicationXtender and RCWeb, indexing codes, and record storage and retrieval; resolves technical or procedural problems and issues with records retrieval; tracks progress of work assignments; responds to user questions and problems related to document capture software and peripheral equipment; trains staff on software, equipment, and related technological advancements, as well as new methods and procedures related to document capture to ensure consistency and maximize efficiency and effectiveness of records archival and retrieval; schedules staff for training with Records Management Division.
4. Provides information and assistance to DTD staff and other departments, regarding document research and retrieval, including web-based tools; processes internal requests related to records retention; researches and responds to Public Records Requests and other external requests, and consults with Records Management Division, Technology Services, and other departments as appropriate; performs searches for records that are not easily located; maintains a record tracking system and forwards records to appropriate location.
5. Assists in developing and implementing practices and procedures for DTD records to improve quality, content and security; develops indexing criteria, instructions and documentation for project specifications and standards, including large document scanning and reproduction of these to scale; ensures procedures are clear and concise, and makes recommendations for procedural changes; assists in maintaining DTD records procedure and policy manuals.
6. Provides support to DTD management regarding document capture issues, and departmental scanning and researching processes; monitors changes in state and federal requirements, rules and regulations and determines impact on department's records retention schedules; communicates with the County's Records Management Division for clarification or interpretation of OARS, statutes and practices to ensure compliance or correct application of retention policies; remains current on scanning and imaging equipment, and makes recommendations for equipment enhancements or upgrades.
7. Identifies in-coming records to determine retention and integration into DTD's recordkeeping system; reviews records retention for the destruction approval process; performs data-entry and data control activities using web and network based systems.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Records management practices and principles; Federal and State statutes, regulations and rules governing records retention, records management and records and information programs; database management; record storage technologies; data processing capabilities and equipment; document preparation, scanning and quality control processes, including data export/import and electronic document management systems; digital imaging systems, standards and practices; training methods techniques for prioritizing, organizing work; records management principles; office equipment, practices and procedures, including alphabetical, numeric, terminal digit and chronological filing systems; computers and software applications, including database programs, scanner operation; English grammar and composition; basic preservation, processing, reproduction and maintenance of public records; general preservation of paper, microfilm and electronic records.

Skill to: Analyze information and prepare clear and concise procedures, reports and recommendations; efficiently and effectively operate computer equipment, including scanners and various software applications appraise department records; maintain department's compliance with state and federal requirements, laws, rules and statutes regarding imaging and records retention; provide guidance to department management; review and recommend appropriate technologies for DTD's records management and storage needs; independently, accurately and effectively perform assigned duties; communicate effectively, both orally and in writing; read, interpret and explain department policies and procedures; coordinate, train and oversee scanning work performed by various department staff; establish and maintain effective working relationships with assigned project scanning staff, co-workers and other County department staff and the public; evaluate quality of documents; correct equipment or other issues resulting in poor quality of scanned products; perform scanner cleaning and maintenance; arrange and search records alphabetically, numerically and chronologically using several database fields.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of one (1) year of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None required.

PRE-EMPLOYMENT REQUIREMENTS

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.