LENAWEE COUNTY
September, 2006

POSITION: AUTOMATION TECH
DEPARTMENT: Register of Deeds
Position #: 11188
WC Code: 8810-01
Overtime Exempt: NO
Union: Non-Union/Full-Time

GENERAL STATEMENT OF DUTIES: Updating and preserving old records and make searching of historical documents more accurate.

SUPERVISION RECEIVED: Work is performed under the general supervision of the Deputy Register of Deeds and the Register of Deeds.

SUPERVISION EXERCISED: Over those assigned to assist.

ESSENTIAL DUTIES AND RESPONSIBILITIES: An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which an employee may be expected to perform).

Back Records:
- Reviewing old death certificates to correct recording dates and mis-spelled names.
  Copying old books to re-scan missing or bad images.
- Documents dating from 1996 back to 1968 must be checked for bad images, any missing pages, and accuracy of indexing. New r-numbers need to be created to insert pages that were incorrectly attached.
- Updating any corrections on old documents that are brought to our attention.
- Cleaning up errors in old records to make it more efficient for the public to locate information.

Preserving the image of Historical Documents:
- Starting with the oldest Liber, books are checked for any pages with fading ink.
- Copies are made and re-scanned into the Eagle system.
- Pages will be stored into our system so the deterioration of the old documents won’t be a concern.

Errors corrected from system conversions:
- Copying and scanning books due to bad or no images.
- Approx. 1300 misc. pages were lost in conversion. Books pulled, copies made, and scanned into system.
- Correcting images when attached to other departments. Indexing must be corrected to match image.

General Responsibilities:
- Scanning and verifying documents. Run reports to ensure accuracy.
Automation Tech (continued)

- Re-scanning bad images and corrections.
- Contacting Eagle Computer Systems with any problems that may require attention.
- Creating and maintaining the county web site for the Register of Deeds.
- Up-dating 256 account quarterly for the Automation Fund using the excel program.
- Retrieving 292 lost images from 11/18/05 and 11/21/05. Re-scanning them back into Eagle System.
- filing of film.

DESRIRABLE EDUCATION, EXPERIENCE and/or QUALIFICATIONS: An employee in this class, upon appointment, should have the equivalent of the following training and experience.

- Graduation from an accredited high school.
- Considerable knowledge of modern office practices and procedures.
- Ability to prepare and maintain accurate records and reports.
- Ability to work efficiently with officials, employees and the general public.
- Trustworthiness and dependability.

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.