

ORANGE COUNTY CLASS SPECIFICATION

TITLE: REPRODUCTION TECHNICIAN **GRADE:** 05
TITLE ABBREVIATION: REPRO TECH **TITLE NO.:** 6588
JURIS.CL: NC **SALARY CODE:** 01 **UNIT:** **EEO CODE:** AS **FLSA CODE:** NE
DEPARTMENT: COUNTY CLERK **DIVISION:**
SUPERVISOR'S TITLE: VARIOUS

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the duplicating and scanning of various legal documents within the department of the County Clerk in accordance with County and State guidelines. Employees in this class are responsible for both the operation and simple maintenance of reproduction machines in use in the department. Work is performed under the general supervision of a higher-level employee. An incumbent in this position may be assigned to different work areas within the County Clerk's office. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Scans deeds, mortgages, mortgage assignments, satisfaction of mortgages and any other documents under the control of the County Clerk pertaining to land records and court actions;
2. Makes copies of veteran's military discharges, maps, deeds, mortgages and other documents at the request of the public;
3. Reproduces maps using specialized equipment;
4. Proof reads all scanned deeds and mortgages for complete accuracy and rescans if necessary;
5. Files for all offices in the County Clerks office;
6. Scans Supreme Court papers such as orders, judgments and bonds;
7. Maintains copy machines with paper and toner;
8. May perform a variety of routine clerical duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS AND ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of techniques utilized in the operation of reproduction machines and equipment; good knowledge of techniques used in scanning records; working knowledge of the supplies and materials used in reproduction work; working knowledge of office terminology and procedures; clerical aptitude; mechanical aptitude; ability to understand and carry out oral and written directions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

(A) Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience; OR

(B) One year in the title of Reproduction Technician Trainee.

NOTE: Computer literacy will be evaluated during the probationary period.

REVISED: 12/12/24 dc