



# Cow Creek Government Office

## Position Description

**Position Title: Laserfiche Developer**

**Department: IT**

**Reports To: IT Director**

**FLSA Designation: Exempt**

### **POSITION PURPOSE:**

Development and on-going maintenance/configurations of our Laserfiche installation/system.

### **ESSENTIAL FUNCTIONS:**

Continued development of our current paperless office system to include forms, folders, department, and workflows. There may be some scanning and training involved as well.

1. Scanning of documents
2. Programming of work flows
3. Creating departments, folders, schedules in Laserfiche
4. Documentation of system and modifications
5. Interviewing users and department managers and documenting requirements
6. Willingness to take advantage of formal training.

### **QUALIFICATIONS:**

1. Demonstrated ability to evaluate user requirements
2. Demonstrated ability to write simple SQL queries.
3. Good logical thinking skills
4. Good written skills
5. Previous experience with Laserfiche
6. Must have a current valid drivers' license