

IMAGING OPERATOR 1**Nature of Work**

Under general supervision, performs full-performance level work in the conversion of hard copy letters, forms, and other paper documents into a electronic imaging format. Works with other staff members within the agency and/or with other state, federal or local government agencies, public and private entities to clarify contents of a document type for processing. Performs operations using computer software and interfacing through Local and Wide Area Networks in a multi-platform environment. Performs related work as required.

Examples of Work

- Converts documents into electronic images using scanning equipment and computer software.
- Maintains, processes sorts and files documents numerically, alphabetically, or according to other predetermined criteria.
- Performs quality control by ensuring documents scanned and/or received electronically meet agency standards, returning unacceptable pages or documents to entry point for re-submission.
- Contacts supervisor or technical staff to resolve problems or operational issues.
- Maintains operation logs and prepares time and activity and statistical reports as requested by management.
- Performs minor equipment adjustments.

Knowledge, Skills and Abilities

- Knowledge of, or ability to learn, the rules, regulations, policies and procedures of the agency.
- Knowledge of, or ability to learn, the relevant functional business processes', operations, policies, and business forms, including the relationship among them and to outside entities.
- Ability to distinguish small details, recognize their significance, and take appropriate action.
- Ability to interact with EDMS, computer database and other computer software.
- Ability to analyze situations, problems, and information, and take appropriate action.
- Ability to synthesize information and provide interpretation.
- Ability to perform work under significant time constraints.

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Minimum Requirements

Training: Graduation from a standard high school or the equivalent.

Experience: One year of full-time or equivalent part-time paid experience using PC based software such as word processing, database or spreadsheet or in electronic document management imaging or scanning documents.

Substitution: Three semester hours of computer science from an accredited college or university or completion of a formal training program in data processing or related field from a business or vocational school may substitute for the experience.

Established: 02/21/02

Effective: 03/01/02