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 an 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.
IMAGING OPERATOR 1

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