

IMAGING OPERATOR 2**Nature of Work**

Under general supervision performs full-performance level work in all aspects of electronic document management production, including electronic imaging, proofing, indexing and lifetime tracking. Interprets and applies agency's policies and practices and demonstrates a complete understanding of business processes specific to, or characteristic of, an agency. Uses independent judgment to assure appropriate identification and routing of business documents. Works with other staff members within the agency and/or with other state, federal or local government agencies, public and private entities to receive, categorize and/or clarify contents of a document type for processing. Performs operation using computer software utilizing PC's interfacing through Local and Wide Area Networking with mini-computers in a multi-platform environment. Participates in training of other document management staff and end-users. Performs related work as required.

Examples of Work

- Captures documents through scanning or import of native format; performs quality control functions as required.
- Rapidly identifies document image by type and sub-type, evaluates for image quality and data completeness, and determines if exceptions to standard business rules are present.
- Establishes and enters the document index (or indexes) for each page and/or document electronically presented for processing.
- Ensures 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.
- Participates with supervisor, program management, scanning/quality control staff, and technical staff in developing operational procedures; may draft revisions to manuals.
- Maintains operation logs and prepares time and activity and statistical reports as requested by management.
- Assists program staff, other state or federal agency or external users in accessing documents maintained within the agency's electronic document management system (EDMS).

IMAGING OPERATOR 2 (CONT'D)

Examples of Work (Cont'd)

Participates with supervisor in developing training plans and in the training of end-users where required.

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.

Minimum Requirements

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

Experience: Two years 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: Six 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: 09/16/99
Revised: 02/21/02
Title Change: 02/21/02
Effective: 03/01/02