

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV31104
Job Class Code:	020	Salary Schedule:	ASRRPDSK
EEO Category:	06	Grade:	12
Workers Comp Code:	9410		

Job Code Established:	01/01/00	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Technician Series

JOB CODE TITLE: OPTICAL DISK INPUT TECHNICIAN

HRIS TITLE: OPTICAL DISK INPUT TECH

CHARACTERISTICS OF THE CLASS: Works under general supervision, within established policies, procedures, and guidelines. Authority to verify document quality, coding, and routing documents using an optical disk electronic filing system; for adjusting the scanning equipment to ensure images of acceptable quality. Requires continuous, close attention to detail and continuous work in front of a scanning verifier and computer terminal. Performs a variety of activities required to enter and route documents in an optical disk electronic file system.

EXAMPLES OF DUTIES: Scans documents into the system through the document entry station, making adjustments for paper size/weight, color of ink, paper color, etc., to ensure acceptable image quality. Sorts claims and related documents into groups based on type of claim/document. Batches documents by claim type into predetermined batch size. Views scanned images on a verifier terminal to identify/rescan poor quality document images to ensure all images entered into the system meet established quality standards. Codes/routes scanned document images in accordance with established guidelines to ensure accurate filing and facilitate timely retrieval of information. Prepares documents for scanning by removing staples, paper clips, etc., and repairing documents as needed. Prepares quality control documents for each batch of documents to be scanned. Codes images as single or multiple image documents. Performs related work as required.

WORK RESULTS/PRODUCTS: Incoming documents and related material input, coded, and routed.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: operating procedures for optical disk electronic filing systems; the types of documents to be input into the system; document batching practices and procedures; document routing procedures; document coding procedures/guidelines.

Ability to: sort, batch, input, code and route documents using optical disk scanning/verification system; understand and implement established policies, procedures and guidelines; evaluate the quality of scanned input documents and make appropriate adjustments to ensure acceptable image quality;.

Skill in: operating keyboard.