

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV31110
Job Class Code:	020	Salary Schedule:	AREG
EEO Category:	06	Grade:	14
Workers Comp Code:	8810		
Job Code Established:	4/11/05	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Special Information Systems

JOB CODE TITLE: DOCUMENT IMAGING TECHNICIAN

HRIS TITLE: DOCUMENT IMAGING TECH

CHARACTERISTICS OF THE JOB CODE: Under general supervision, performs a variety of document management activities including document preparation, scanning, indexing and quality control for the purpose of storing, routing and retrieving images in a document retrieval system.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties.

Prepares documents for scanning and coding information on documents as required. Determines which document type is to be assigned. Scans documents into the system through the scanner, making adjustments for paper size/weight, color of ink, paper color, etc. to ensure acceptable image quality. Views scanned images, performs rescanning as necessary. Adjusts, corrects and rejects scanned images to maintain established quality standards. Enters data information into required indexing fields and resolves errors to ensure optimum scanning output. Sight verifies and performs data entry as the final quality control step to ensure images are assigned to the correct document type and the indexing information is correct. Assigns reject reasons to documents during indexing. Provides detailed research, information and consultation with appropriate personnel for determinations based on documents for escalated cases. Performs periodic cleaning and maintenance of scanning equipment. Trains new technicians on document retrieval system including document prep, scanning, indexing, verification and retrieval.

WORK CONDITIONS: The work is generally performed in an office setting.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

Knowledge of: agency document types; agency service areas; best practices in document imaging and indexing

Skill in: document scanning and image correction; accurate data entry

Ability to: prioritize and organize documents; possess attention to detail; display critical thinking

SPECIAL SELECTION FACTORS: None