

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES**

Imaging Technician

SERIES NUMBER

1245A

MAJOR AGENCIES

Auditor of State only

EFFECTIVE

01/06/2008

SERIES PURPOSE

The purpose of the Imaging Technician is to computerize records and create an electronic image of paper documents for storage on optical imaging system.

Incumbents operate optical imaging scanner &/or printer equipment to prepare & produce electronic image of records.

JOB TITLE

Imaging Technician

JOB CODE

12451A

PAY GRADE

26

EFFECTIVE

01/06/2008

CLASS CONCEPT

The full performance level class works under general supervision & requires considerable knowledge of electronic imaging equipment in order to operate & monitor high speed scanner equipment to produce quality/accurate visual documents.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Imaging Technician	12451A	50	01/06/2008	26

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Operates imaging equipment (e.g., optical scanners, discs, printer) in order to computerize records and produce electronic documents from paper form for review, retrieval, storage, and/or distribution.

Prepares paper documents for scanning by removing paper clips, staples, rubber bands and/or post-it notes; organizes &/or sorts paper documents in categories according to established methods; sets up imaging job by monitoring input and output for clarity, quality and/or accuracy of production; troubleshoots production problems utilizing computer software; ensure continued maintenance of and access to computerized records; operates keyboard to search &/or make corrections to indexed data in imaging system; secures & safeguards confidentiality of data records; cleans, adjusts & performs routine maintenance on equipment and/or arranges for repairs.

Performs various related and/or clerical duties as assigned (e.g., coordinates movement of records for shredding after imaging has been completed, responds to requests for public record data, answers telephones, receives and opens mail, inventory & order supplies).

MAJOR WORKER CHARACTERISTICS

Knowledge of electronic data processing*; inventory control; addition, subtraction, multiplication, division, percentages; office practices & procedures related to computer equipment operations*. Skill in operation of computerized imaging equipment (e.g., optical scanners, disc, printers). Ability to deal with problems involving several variables within familiar context; maintain accurate records; sort items into categories according to established methods; cooperate with co-workers on group projects; stand, sit or bend continuously; move limbs/fingers easily to perform manual functions repeatedly; lift up to 50 lbs. of storage boxes.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Formal education in arithmetic that includes addition, subtraction, multiplication, division & percentages; 3 mos. trg. or 3 mos. exp. in operation of imaging, electronic data processing &/or related equipment (e.g., document camera, microfilm, microfiche, photocopier).

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

UNUSUAL WORKING CONDITIONS

May be exposed to long periods of standing or bending; may be exposed to continuous loud noises.