

CLASS TITLE: DOCUMENT AND IMAGING CENTER TECHNICIAN

Class Code: 02428500

Pay Grade: 13A

EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform technical work providing quality reproduction services, document imaging, and electronically transmitted data to appropriate clients in a timely and efficient manner; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a supervisor with latitude for the exercise of independent judgement; work is reviewed for process and upon completion for conformance to establish policies, procedures, and regulations.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To remotely monitor copiers via computer network.

To routinely service high speed, networked copiers including adding paper, removing jams, changing ink cartridges, replenishing staple wire and troubleshooting. To call contracted maintenance service technicians when the situation requires additional technical assistance to resolve.

To scan documents into electronic files and organize those files into appropriate "folders" for subsequent electronic access and processing.

To receive, distribute and transmit faxes received via the document center and maintain an electronic log of all transactions.

To aggregate electronic log data of copier printing, binding, and other print related jobs over the network and transmit this information on a regular basis to the Finance Office for appropriate posting against accounts.

To advise clients in the choice of appropriate paper, image quality, binding and cover stock and work with clerks to ensure that proper supplies are always on hand.

Sort and deliver mail and related items when needed.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of state government, services and programs; a working knowledge of general office practices; the ability to perform duties in the areas of preparation and maintenance of materials; the ability to operate a computer and remotely monitor copiers on a network; the ability to provide routine service on high speed, networked copiers; the ability to establish and maintain effective working relationships with supervisors, vendors and internal customers; and related capacities abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school and graduation from a printing program.

Experience: Such as may have been gained through: employment in a position involving the use of networked copiers with faxing and document scanning capability.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 19, 1999

Editorial Review: 3/15/2003