**CLASSIFICATION SERIES**

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**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 | 12451A | 26 | 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.
JOB TITLE: Imaging Technician  
JOB CODE: 12451A  
B. U.: 50  
EFFECTIVE: 01/06/2008  
PAY GRADE: 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*; 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.