



Job Description

Job Title: Document Imaging Technician

JTC: CTU

Salary Range: N02

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Performs digital imaging and conversion of District records for storage in document management system in accordance with applicable federal and state law, standards, and departmental procedures.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrates knowledge of imaging and imaging equipment. Able to perform tasks associated with the functions of document capture operations in an efficient manner. Working knowledge of operational analysis and techniques. Ability to plan, organize and implement assigned tasks and projects.

Ability to produce and retain legible digital records scanned into a database in a timely and efficient manner. Able to reconcile logs and records according to department procedures and processes. Must be able to prioritize and organize data for effective workflow and retrieval. Demonstrate proficiency using standard office software applications and database systems.

Ability to establish and maintain positive working relationships with others and embrace diversity, both internally and externally to achieve the goals of the organization. Able to maintain equipment. Ability to work as part of a team and be flexible to contribute to the success of the District.

Demonstrates the ability to make decisions and carry through actions having implications with regard to programs or service areas. Must be computer literate (database, electronic mail, word-processing, and spreadsheet applications in a PC windows environment); must possess working knowledge of computers and student information systems.

Must possess strong interpersonal skills and the ability to adequately comprehend needs and convey information through both oral and written communication. Able to provide customer service to clients.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 50 pounds.



MINIMUM KNOWLEDGE AND EXPERIENCE

High school graduate or GED equivalency and one (1) year of work-related experience. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepares and organizes documents to conform to quality standards for imaging. Reviews documents to determine index information and inputs into imaging system. Provides statistical data for monthly/annual activity reports.

Operates digital scanner to input specific department files into the district database document management system. Assists with completion of multiple document imaging and conversion projects. Responsible for maintaining the security and confidentiality of information being processed.

Works with other document imaging team members to provide quality control for each other's work by reviewing the indexing information, reporting errors, and taking corrective action as needed. Performs routine maintenance on equipment. Works with technical staff to maintain and update equipment, software and settings and keeps maintenance records.

Determines correct format and proper equipment settings to produce clear and concise images. Performs quality control review of scanned images to ensure image quality requirements are met.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs related duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.