

## IMPERIAL COUNTY

### **CLASS TITLE: IMAGING TECHNICIAN**

#### **BASIC FUNCTION:**

Under general direction, captures images of documents to preserve, archive, and permanently retain public documents or records.

#### **DISTINGUISHING CHARACTERISTICS:**

The Imaging Technician class is characterized by the responsibility to duplicate documents through the use of microfilm and electronic scanning equipment for the purpose of creating images to be archived as official records.

#### **ESSENTIAL FUNCTIONS:**

Prepares original documents for imaging, including preparing pages, removing staples and paper clips, and counting documents; sets up documents in imaging order.

Sets up, adjusts, and operates a variety of electronic and microfilm equipment to create images of documents; utilizes archive writer, scanners, splicer, computer, and microfilm reader to process, maintain, and retrieve documents; performs routine equipment maintenance, cleaning, and minor repair.

Arranges for microfilm development and duplication; receives, reviews, and audits developed microfilm to assure accuracy and completion.

Prepares and maintains a variety of records, logs, and reports related to microfilming processes, activities, and archival security; assures proper numbering, order, and filing of microfilmed materials.

Redacts personal identification information from document images as required by law.

Receives and responds to requests for record retrieval; develops procedures for the retrieval and printing of documents.

Performs quality control functions by inspecting electronic and microfilm images, ensuring accuracy of film boxes and checking film density and resolution.

Detects discrepancies in documents and takes proper steps to verify information and resolve discrepancy.

Prepares maps for department head signature and scanning.

Transfers and stores electronic images to microfilm and compact discs.

Seals official records upon request.

Performs other duties as required.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Scanning and imaging systems and procedures.

Microfilm processing systems and procedures.

State and federal laws related to microfilm and document retention.

PC and Windows application fundamentals.

Safety precautions regarding scanning and microfilm processes and materials.

Quality control standards of imaging.  
Indexing and validation terminology.  
Recordkeeping techniques.

**ABILITY TO:**

Operate a variety of scanning, imaging, and office equipment.  
Utilize a computer and software associated with area of assignment.  
Understand and follow oral and written directions.  
Interpret and apply rules, regulations, and policies.  
Review and audit records for accuracy, completeness, and quality.  
Perform routine quality control.  
Plan, organize, and prioritize workload.  
Gather and compile statistical and fiscal data for logs and reports.  
Respond to requests to retrieve documents in a timely manner.  
Communicate effectively orally and in writing.  
Establish and maintain cooperative working relationships with others.  
Exercise judgment in answering questions and releasing information.

**EDUCATION AND EXPERIENCE:**

Two years of increasingly responsible clerical experience that included operating a variety of office equipment and scanning and maintaining documents.

**WORKING CONDITIONS:**

ENVIRONMENT: Office environment.

PHYSICAL REQUIREMENTS: Fine manipulation of fingers and hands to operate equipment; sitting for extended periods of time; grasping, moving, and holding documents and files; turning side to side when operating equipment; lifting files of moderate weight; exposure to cleaning materials.