

RANGE N01

**JTC NO. CS6
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Location Imaging Assistant

DATE PREPARED: Fall 2006

DATE REVISED: Summer 2012; Summer 2013; Fall 2016

GENERAL SUMMARY:

Responsible for handling digital imaging duties for an assigned area/department. Perform document imaging and conversion tasks; ensures consistent application of established quality assurance standards and documentation of processes and outcomes.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Operates digital scanner to input specific department files into the district database file management system.
- Assists with the conversion of department records to document imaging system for long-term storage in accordance with applicable federal and state law, standards, and departmental procedures.
- Assists with the completion of multiple documents imaging and conversion projects. Ensures legible imaging by manipulating software as needed.
- Ensures completeness of file; researches missing documents; removes non-essential material; prepares and organizes documents to conform to quality standards for imaging.
- Coordinates with the district records management department for proper destruction of materials.
- Maintains database on status of records received, shelved, prepped and scanned. May provide monthly, quarter, semi-annual or annual reports on status/disposition of files.
- Assists in the development of quality control standards, office procedures and system processes. Responsible for the performance of document imaging equipment. Trouble shoots minor problems and reports software problems to ensure efficient operation. Schedules repairs and maintenance.
- Responds to inquires regarding records retrieval. Acts as a resource person for the department in answering inquiries of varying complexity relating to the specific functions of the digital imaging system.

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PRINCIPAL DUTIES AND RESPONSIBILITIES: - Continued

- Monitors progress of scheduled projects; ensures input to be correct and that deadlines are met.
- Some positions may be required to provide front counter assistance to current or potential students.
- During peak work times and/or co-worker's temporary absence covers other positions as deemed necessary.
- May train part-time employees in departmental processes and procedures related to digital imaging.
- May perform general office functions including typing, accounting, record keeping, maintaining department files, updating records, verifying documents, processing forms, and performing related calculations.
- Performs related duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

Work with light, easy to handle materials requiring little physical effort. Some positions may occasionally be required to lift and carry moderately heavy material or equipment weighing up to 50 pounds.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Graduation from high school or equivalent plus two year of related work experience in digital imaging or records management. Basic knowledge of current record management concepts, process analysis, methods and applicable regulations. Ability to utilize computer technology to access data, maintain records, generate reports and communicate with others. Ability to communicate effectively verbally and in writing with individuals from diverse backgrounds. The ability to provide quality customer service. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***